User Guide

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Product notice

This guide describes features that are common to most models. Some features may not be available on your computer.

Not all features are available in all editions of Windows. This computer may require upgraded and/or separately purchased hardware, drivers and/or software to take full advantage of Windows functionality. See http://www.microsoft.com for details.

Software terms

By installing, copying, downloading, or otherwise using any software product preinstalled on this computer, you agree to be bound by the terms of the HP End User License Agreement (EULA). If you do not accept these license terms, your sole remedy is to return the entire unused product (hardware and software) within 14 days for a refund subject to the refund policy of your place of purchase.

For any further information or to request a full refund of the computer, please contact your local point of sale (the seller).

Safety warning notice

WARNING! To reduce the possibility of heat-related injuries or of overheating the computer, do not place the computer directly on your lap or obstruct the computer air vents. Use the computer only on a hard, flat surface. Do not allow another hard surface, such as an adjoining optional printer, or a soft surface, such as pillows or rugs or clothing, to block airflow. Also, do not allow the AC adapter to come into contact with the skin or a soft surface, such as pillows or rugs or clothing, during operation. The computer and the AC adapter comply with the user-accessible surface temperature limits defined by the International Standard for Safety of Information Technology Equipment (IEC 60950).

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1 Starting right

This computer is a powerful tool designed to enhance your work and entertainment. Read this chapter to learn about best practices after you set up your computer, fun things to do with your computer, and where to find additional HP resources.

Visit the HP Apps Store

To download apps to the Start screen, visit the HP Apps Store. The HP Apps Store offers a wide choice of popular games, entertainment and music apps, productivity apps, and apps exclusive to HP. The selection is updated regularly and includes regional content and country-specific offers. Be sure to check the HP Apps Store frequently for new and updated features.

IMPORTANT: You must be connected to the Internet to access the HP Apps Store.

To view and download an app:

1. From the Start screen, select the **Store** app.
2. Select **HP Picks** to view all the available apps.
3. Select the app you want to download, and then follow the on-screen instructions. When the download is complete, the app appears on the Start screen.

Best practices

To get the most out of your smart investment, after you set up and register the computer, we recommend the following steps:

- If you haven't already done so, connect to a wired or wireless network. See details in Connecting to a network on page 19.
- Take a minute to browse the printed *Windows Basics* guide to explore the new Windows® features.
- Become familiar with the computer hardware and software. For more information, see Getting to know your computer on page 5 and Enjoying entertainment features on page 25 for information.
- Update or purchase antivirus software. Learn more at Using antivirus software on page 63.
- Back up your hard drive by creating recovery discs or a recovery flash drive. See Backing up, restoring, and recovering on page 68.

Fun things to do

- You know that you can watch a YouTube video on the computer. But did you know that you can also connect your computer to a TV or gaming console? For more information, see Connecting video devices using an HDMI cable on page 33.
- You know that you can listen to music on the computer. But did you know that you can also stream live radio to the computer and listen to music or talk radio from all over the world? See Using audio on page 30.
- Experience music the way the artist intended, with deep controlled bass and clear, pure sound. See Using Beats Audio on page 31.
- Whether you are an amateur or professional photographer or somewhere in between, Adobe® Photoshop® Lightroom® 5 is an intuitive, all-in-one solution for bringing out the best in your photographs. It includes powerful yet simple automatic adjustments and features as well as state-of-the-art advanced tools, allowing you to achieve amazing image quality. See Editing media in Adobe Photoshop Lightroom on page 30.
- Use the TouchPad and the new Windows touch gestures for smooth control of images and pages of text. See .Using the TouchPad and gestures on page 35 and Using the TouchPad and gestures on page 35.

More HP resources

You have already used *Setup poster* to turn on the computer and locate this guide. To locate resources that provide product details, how-to information, and more, use this table.

Resource	Contents
Setup poster	• Overview of computer setup and features
Windows Basics guide	• Overview of using Windows®
Help and Support To access Help and Support, from the Start screen, type `help`, and then from the Search window, select **Help and Support**. For U.S. support, go to http://www.hp.com/go/contactHP. For worldwide support, go to http://welcome.hp.com/country/us/en/wwcontact_us.html.	• A broad range of how-to information and troubleshooting tips
Worldwide support To get support in your language, go to http://welcome.hp.com/country/us/en/wwcontact_us.html.	• Online chat with an HP technician • Email support • Support telephone numbers • HP service center locations
HP SmartFriend To get more information on HP SmartFriend, go to http://www.hpremoteservices.com.	• Subscription service that provides specially trained HP technicians 24/7 to diagnose and resolve your software, hardware, accessories, and network problems quickly.
Safety & Comfort Guide To access this guide: 1. From the Start screen, type `support`, and then select the **HP Support Assistant** app. 2. Select **My computer**, and then select **User guides**. – or – Go to http://www.hp.com/ergo.	• Proper workstation setup • Guidelines for posture and work habits that increase your comfort and decrease your risk of injury • Electrical and mechanical safety information
Regulatory, Safety and Environmental Notices To access this guide: 1. From the Start screen, type `support`, and then select the **HP Support Assistant** app.	• Important regulatory notices, including proper battery disposal information

Resource	Contents
Limited Warranty*	• Specific warranty information about this computer
To access this guide: 1. From the Start screen, type `support`, and then select the **HP Support Assistant** app. 2. Select **My computer**, and then select **Warranty and services**. – or – Go to http://www.hp.com/go/orderdocuments.	

*You can find the expressly provided HP Limited Warranty applicable to your product located with the user guides on your computer and/or on the CD or DVD provided in the box. In some countries or regions, HP may provide a printed HP Limited Warranty in the box. For some countries or regions where the warranty is not provided in printed format, you may request a printed copy from http://www.hp.com/go/orderdocuments or write to:

- **North America**: Hewlett-Packard, MS POD, 11311 Chinden Blvd., Boise, ID 83714, USA
- **Europe, Middle East, Africa**: Hewlett-Packard, POD, Via G. Di Vittorio, 9, 20063, Cernusco s/Naviglio (MI), Italy
- **Asia Pacific**: Hewlett-Packard, POD, P.O. Box 200, Alexandra Post Office, Singapore 911507

When you request a printed copy of your warranty, please include your product number, warranty period (found on your service label), name, and postal address.

IMPORTANT: Do NOT return your HP product to the addresses above. For U.S. support, go to http://www.hp.com/go/contactHP. For worldwide support, go to http://welcome.hp.com/country/us/en/wwcontact_us.html.

2 Getting to know your computer

Finding your hardware and software information

Locating hardware

To find out what hardware is installed on your computer:

1. From the Start screen, type `control panel`, and then select **Control Panel**.
2. Select **System and Security**, select **System**, and then select **Device Manager** in the loft column. A list reveals all the devices installed on your computer.

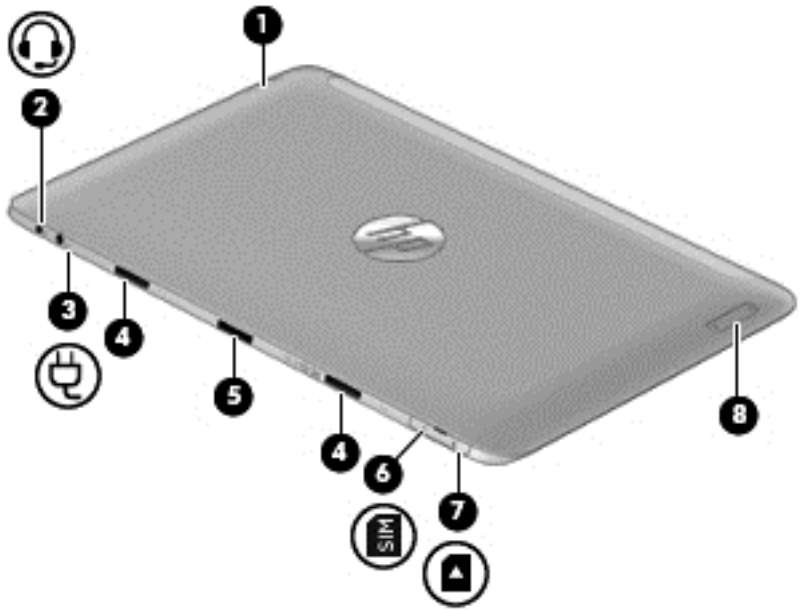
To find out information about system hardware components and the BIOS version number, press fn +esc.

Locating software

To find out what software is installed on your computer:

- ▲ From the Start screen, move the curser until the arrow appears in the lower-left corner of the screen, and then select the arrow.

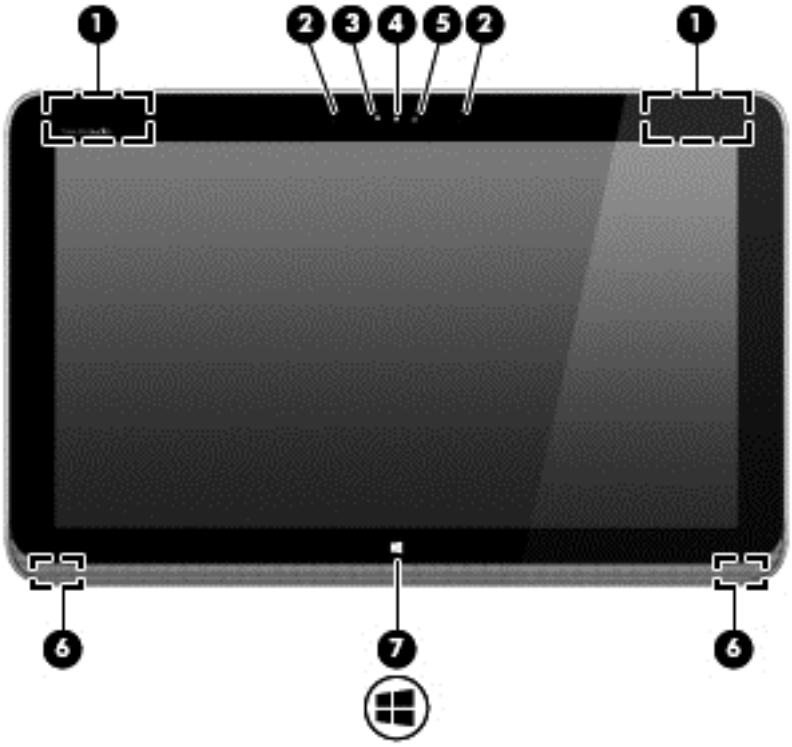
Tablet edge components



Components		Description
(1)	Power button	• When the computer is off, press the button to turn on the tablet. • When the computer is on, press the button briefly to initiate Sleep. • When the computer is in the Sleep state, press the button briefly to exit Sleep. **CAUTION:** Pressing and holding down the power button will result in the loss of unsaved information. • If the computer has stopped responding and Windows® shutdown procedures are ineffective, press and hold the power button down for at least 5 seconds to turn off the tablet. To learn more about your power settings, see your power options. From the Start screen, type `power`, select **Power and sleep settings**, and then select **Power and sleep** from the list of applications.

Components		Description
(2)	Audio-out (headphone)/Audio-in (microphone) combo jack	Connects optional powered stereo speakers, headphones, earbuds, a headset, or a television audio cable. Also connects an optional headset microphone. This jack does not support optional microphone-only devices. **WARNING!** To reduce the risk of personal injury, adjust the volume before using headphones, earbuds, or a headset. For additional safety information, see the *Regulatory, Safety and Environmental Notices*. To access this guide, from the Start screen, type `support`, and then select the **HP Support Assistant** app. **NOTE:** When a device is connected to the jack, the computer speakers are disabled. **NOTE:** Be sure that the device cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).
(3)	Power connector	Connects an AC adapter.
(4)	Alignment post connectors (2)	Align and attach the tablet to the keyboard base.
(5)	Docking port/power connector	Connects the tablet to the keyboard base and connects an AC adapter.
(6)	SIM slot (select models only)	Supports a wireless subscriber identity module (SIM).
(7)	Micro SD Card Reader	Supports micro SD cards.
(8)	Volume button	Controls speaker volume on the tablet. • To increase speaker volume, press the **+** edge of the button. • To decrease speaker volume, press the **–** edge of the button.
*The antennas are not visible from the outside of the computer. For optimal transmission, keep the areas immediately around the antennas free from obstructions. For wireless regulatory notices, see the section of the *Regulatory, Safety, and Environmental Notices* that applies to your country or region. To access this guide, from the Start screen, type `support`, select the **HP Support Assistant** app, select **My computer**, and then select **User guides**.		

Display



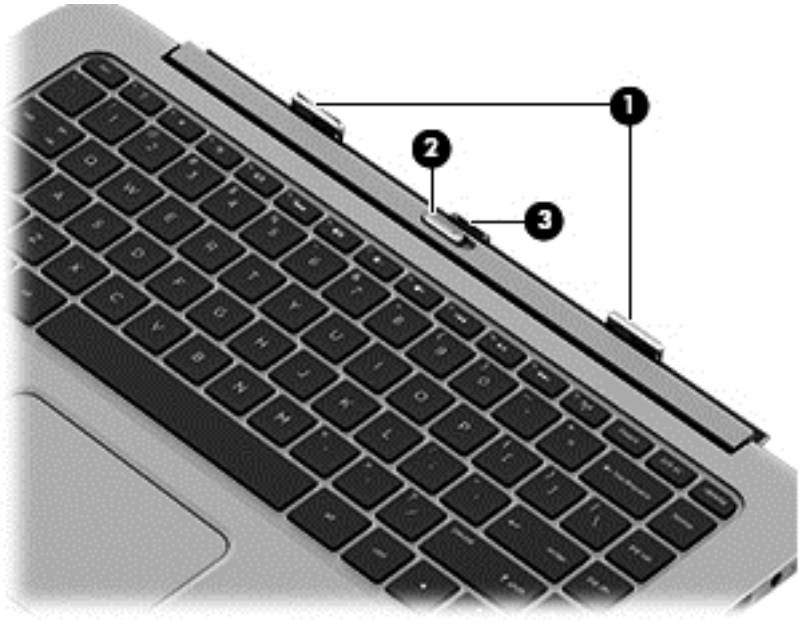
Component		Description
(1)	WLAN antennas (2)*	Send and receive wireless signals to communicate with wireless local area networks (WLANs).
(2)	Internal microphones (2)	Record sound.
(3)	Webcam light	On: The webcam is in use.
(4)	HP TrueVision HD Webcam	Records video, captures still photographs, and allows you to video conference and chat online using streaming video. Swipe from the right edge of the TouchPad or touch screen to display the charms, tap **Search**, and then tap the search box. type `camera`, and then select **Camera** from the list of applications. – or – From the Start screen, type `camera`, and then select **Camera** from the list of applications.
(5)	Ambient light sensor	The ambient light sensor automatically adjusts the display brightness based on the lighting conditions in your environment.
(6)	Speakers (2)	Produce sound.

Component		Description
(7)	Windows button	Minimizes all open applications and displays the Start screen.

*The antennas are not visible from the outside of the computer. For optimal transmission, keep the areas immediately around the antennas free from obstructions. For wireless regulatory notices, see the section of the *Regulatory, Safety, and Environmental Notices* that applies to your country or region. To access this guide, from the Start screen, type `support`, select the **HP Support Assistant** app, select **My computer**, and then select **User guides**.

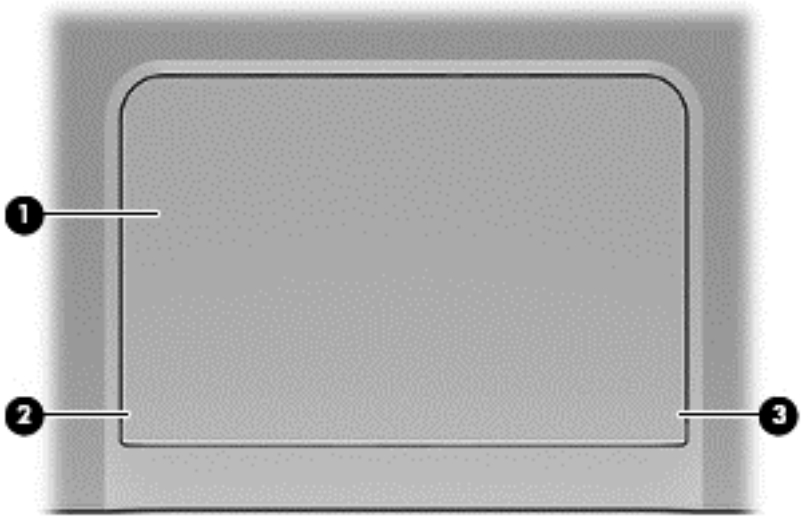
Keyboard base

Top



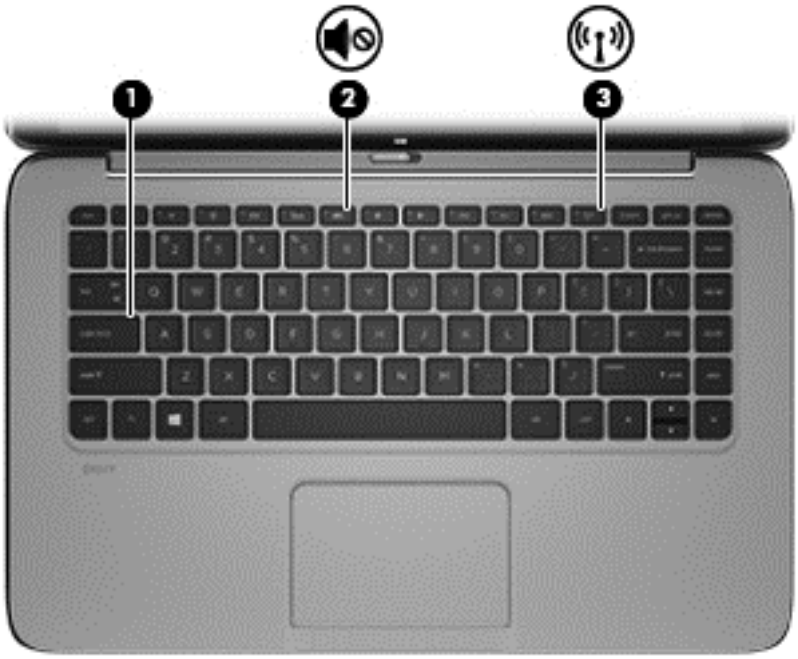
Component		Description
(1)	Alignment posts	Align and attach the tablet to the keyboard base.
(2)	Release latch	Releases the tablet. To release the tablet, slide the release latch to the left.
(3)	Docking connector	Connects the tablet to the keyboard base.

TouchPad



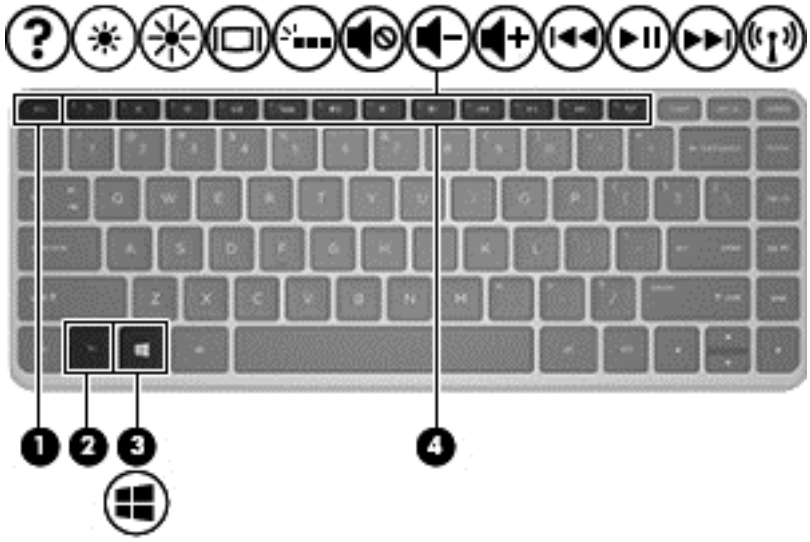
Component		Description
(1)	TouchPad zone	Reads your finger gesture to move the pointer or activate items on the screen.
(2)	Left TouchPad button	Functions like the left button of an external mouse.
(3)	Right TouchPad button	Functions like the right button on an external mouse.

Lights



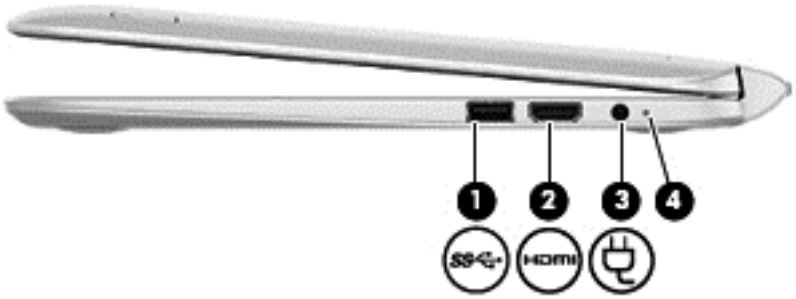
Component			Description
(1)		Caps lock light	• White: Caps lock is on. • Off: Caps lock is off.
(2)		Mute light	• Amber: Computer sound is off. • Off: Computer sound is on.
(3)		Wireless light	On: An integrated wireless device, such as a wireless local area network (WLAN) device and/or a Bluetooth® device, is on. **NOTE:** On some models, the wireless light is amber when all wireless devices are off.

Keys



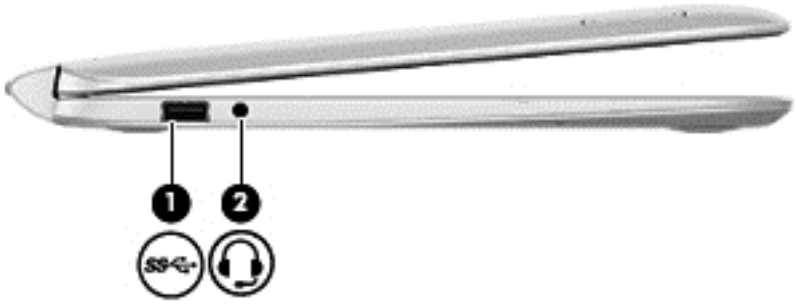
Component		Description
(1)	esc key	Displays system information when pressed in combination with the fn key (select models only).
(2)	fn key	Executes frequently used system functions when pressed in combination with the b key or the esc key (select models only).
(3)	Windows key	Returns you to the Start screen from an open app or the Windows desktop. **NOTE:** Pressing the Windows key again will return you to the previous screen.
(4)	Action keys	Execute frequently used system functions. **NOTE:** Action keys do not display or function on the on-screen keyboard of the tablet.

Right side



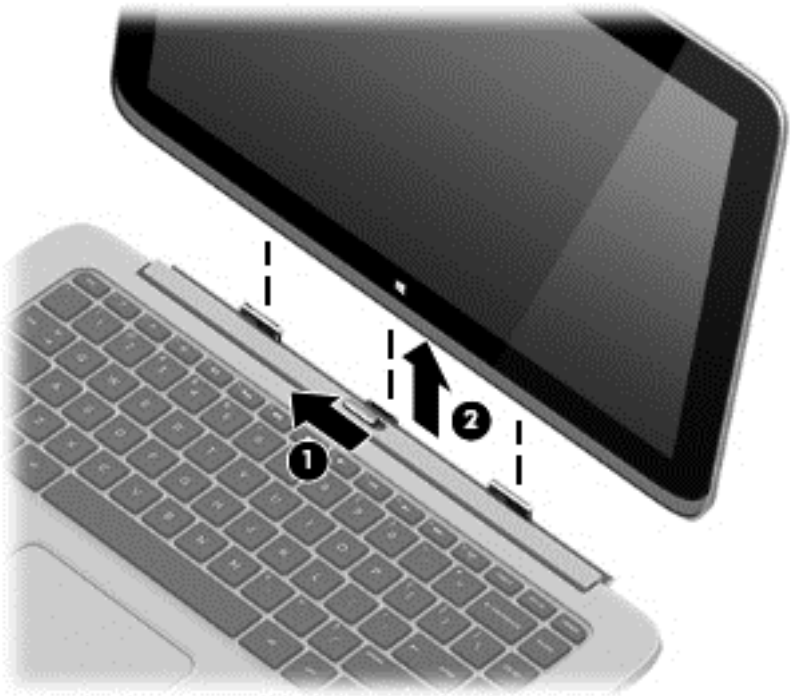
Component			Description
(1)		USB 3.0 port	Connects optional USB devices, such as a keyboard, mouse, external drive, printer, scanner or USB hub.
(2)		HDMI port	Connects an optional video or audio device, such as a high-definition television, any compatible digital or audio component, or a high-speed HDMI device.
(3)		Power connector	Connects an AC adapter.
(4)		AC adapter light	• White: The AC adapter is connected and the battery is charged. • Amber: The AC adapter is connected and the battery is charging. • Off: The computer is using battery power.

Left side



Component		Description
(1)	USB 3.0 port	Connects optional USB devices, such as a keyboard, mouse, external drive, printer, scanner or USB hub.
(2)	Audio-out (headphone)/Audio-in (microphone) combo jack	Connects optional powered stereo speakers, headphones, earbuds, a headset, or a television audio cable. Also connects an optional headset microphone. This jack does not support optional microphone-only devices. **WARNING!** To reduce the risk of personal injury, adjust the volume before using headphones, earbuds, or a headset. For additional safety information, see the *Regulatory, Safety and Environmental Notices*. To access this guide, from the Start screen, type `support`, and then select **HP Support Assistant**. **NOTE:** When a device is connected to the jack, the computer speakers are disabled. **NOTE:** Be sure that the device cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).

Releasing the tablet from the keyboard base



To release the tablet from the keyboard base, follow these steps:

1. Slide the release latch on the keyboard base to the left **(1)**.
2. Lift and remove the tablet **(2)**.

Changing your tablet's settings

You can change view and screen brightness.

Changing your tablet's view

Your tablet's orientation, or view, changes automatically from landscape to portrait view, or from portrait to landscape view.

To change the view of your tablet from landscape view to portrait view:

- ▲ Hold the tablet horizontally, and then turn it 90 degrees to the right (in a clockwise direction).

To change the view of your tablet from portrait view to landscape view:

- ▲ Hold the tablet vertically, and then turn it 90 degrees to the left (in a counter-clockwise direction).

Adjusting your tablet's autorotate lock

To adjust your tablet's autorotate lock:

1. Swipe from the right edge of the TouchPad or touch screen to display the charms, and then tap **Settings**.
2. Tap the **Screen** icon at the bottom right. Tap the autorotate lock icon to lock your current tablet screen in place and to prevent rotation. The icon displays a lock symbol when autorotate lock is active. To turn off the autorotate lock, tap the autorotate lock icon again.

Adjusting your tablet's screen brightness

To adjust the screen brightness:

1. Swipe from the right edge of the TouchPad or touch screen to display the charms, and then tap **Settings**.
2. Tap the **Screen** icon at the bottom right. A vertical slider displays that controls the screen brightness.

NOTE: From the Windows desktop, you can also tap the **Power Meter** icon in the notification area at the far right of the taskbar, tap **Adjust screen brightness**, and then move the slider next to **Screen brightness** at the bottom of the screen.

Labels

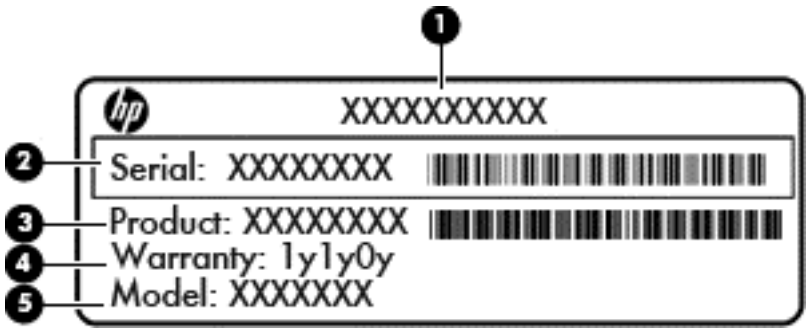
The labels affixed to the computer provide information you may need when you troubleshoot system problems or travel internationally with the computer.

IMPORTANT: All labels described in this section will be located on the bottom or edge of the computer.

For help finding these locations, refer to Getting to know your computer on page 5.

- Service label—Provides important information to identify your computer. When contacting support, you will probably be asked for the serial number, and possibly for the product number or the model number. Locate these numbers before you contact support.

NOTE: Your service labels will resemble one of the examples shown below. Refer to the illustration that most closely matches the service label on your computer.



Component	
(1)	Product name
(2)	Serial number
(3)	Product number
(4)	Warranty period
(5)	Model number (select models only)

Component	
(1)	Serial number
(2)	Product number
(3)	Warranty period
(4)	Model number (select models only)
(5)	Revision number

- Regulatory label(s)—Provide(s) regulatory information about the computer.
- Wireless certification label(s)—Provide(s) information about optional wireless devices and the approval markings for the countries or regions in which the devices have been approved for use.

3 Connecting to a network

Your computer can travel with you wherever you go. But even at home, you can explore the globe and access information from millions of websites using your computer and a wired or wireless network connection. This chapter will help you get connected to that world.

Connecting to a wireless network

Wireless technology transfers data across radio waves instead of wires. Your computer may be equipped with one or more of the following wireless devices:

- Wireless local area network (WLAN) device—Connects the computer to wireless local area networks (commonly referred to as Wi-Fi networks, wireless LANs, or WLANs) in corporate offices, your home, and public places such as airports, restaurants, coffee shops, hotels, and universities. In a WLAN, the mobile wireless device in your computer communicates with a wireless router or a wireless access point.
- HP Mobile Broadband Module (select models only)—A wireless wide area network (WWAN) device that gives you wireless connectivity over a much larger area. Mobile network operators install base stations (similar to cell phone towers) throughout large geographic areas, effectively providing coverage across entire states, regions, or even countries.
- Bluetooth device (select models only)—Creates a personal area network (PAN) to connect to other Bluetooth-enabled devices such as computers, phones, printers, headsets, speakers, and cameras. In a PAN, each device communicates directly with other devices, and devices must be relatively close together—typically within 10 meters (approximately 33 feet) of each other.

For more information about wireless technology, see the information and website links provided in Help and Support. From the Start screen, type `help`, and then select **Help and Support**.

Using the wireless controls

You can control the wireless devices in your computer using these features:

- Wireless button, wireless switch, or wireless key (referred to in this chapter as the wireless button) (select models only)
- Operating system controls

Using the wireless button

The computer has a wireless button, one or more wireless devices, and one or two wireless lights, depending on the model. All of the wireless devices on your computer are enabled at the factory, so the wireless light is on (white) when you turn on the computer.

The wireless light indicates the overall power state of your wireless devices, not the status of individual devices. If the wireless light is white, at least one wireless device is on. If the wireless light is off, all wireless devices are off.

NOTE: On some models, the wireless light is amber when all wireless devices are off.

Because the wireless devices are enabled at the factory, you can use the wireless button to turn on or turn off the wireless devices simultaneously.

Using operating system controls

The Network and Sharing Center allows you to set up a connection or network, connect to a network, and diagnose and repair network problems.

To use operating system controls:

Mode	Steps
	1. Swipe from the right edge of the TouchPad or touch screen to display the charms, tap **Search**, and then tap the search box. 2. Type `control panel` in the search box, and then select **Control Panel**. 3. Select **Network and Internet**, and then select **Network and Sharing Center**.
	1. From the Start screen, type `control panel`, and then select **Control Panel**. 2. Select **Network and Internet**, and then select **Network and Sharing Center**.

For more information, from the Start screen, type `h`elp, and then select **Help and Support**.

Sharing data and drives and accessing software

When your computer is part of a network, you are not limited to using only the information that is stored in your computer. Network computers can exchange software and data with each other.

NOTE: When a disc like a DVD movie or game is copy-protected, it cannot be shared.

To share folders or content on the same network:

1. From the Windows desktop, open **File Explorer**.
2. From **This PC**, click a folder with content you want to share. Select **Share** from the navigation bar at the top of the window, and then click **Specific people**.
3. Type a name in the **File Sharing** box, and then click **Add**.
4. Click **Share** and then follow the on-screen instructions.

To share drives on the same network:

1. From the Windows desktop, right-click the network status icon in the notification area, at the far right of the taskbar.
2. Select **Open Network and Sharing Center**.
3. Under **View your active networks**, select an active network.
4. Select **Change advanced sharing settings** to set sharing options for privacy, network discovery, file and printer sharing or other network options.

Using a WLAN

With a WLAN device, you can access a wireless local area network (WLAN), which is composed of other computers and accessories that are linked by a wireless router or a wireless access point.

NOTE: The terms *wireless router* and *wireless access point* are often used interchangeably.

- A large-scale WLAN, such as a corporate or public WLAN, typically uses wireless access points that can accommodate a large number of computers and accessories and can separate critical network functions.
- A home or small office WLAN typically uses a wireless router, which allows several wireless and wired computers to share an Internet connection, a printer, and files without requiring additional pieces of hardware or software.

To use the WLAN device in your computer, you must connect to a WLAN infrastructure (provided through a service provider or a public or corporate network).

Using an Internet service provider

When you are setting up Internet access in your home, you must establish an account with an Internet service provider (ISP). To purchase Internet service and a modem, contact a local ISP. The ISP will help set up the modem, install a network cable to connect your wireless router to the modem, and test the Internet service.

NOTE: Your ISP will give you a user ID and a password to use for Internet access. Record this information and store it in a safe place.

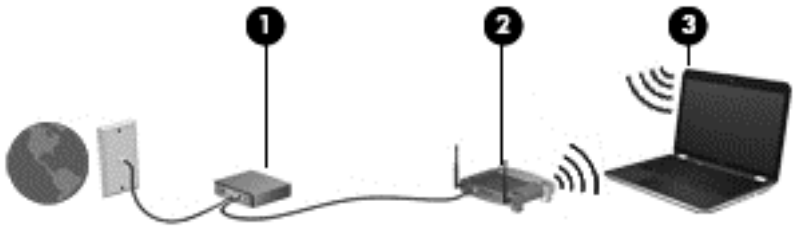
Setting up a WLAN

To set up a WLAN and connect to the Internet, you need the following equipment:

- A broadband modem (either DSL or cable) **(1)** and high-speed Internet service purchased from an Internet service provider
- A wireless router **(2)** (purchased separately)
- A wireless computer **(3)**

NOTE: Some modems have a built-in wireless router. Check with your ISP to determine what type of modem you have.

The illustration below shows an example of a wireless network installation that is connected to the Internet.



As your network grows, additional wireless and wired computers can be connected to the network to access the Internet.

For help in setting up your WLAN, see the information provided by your router manufacturer or your ISP.

Configuring a wireless router

For help in setting up a WLAN, see the information provided by your router manufacturer or your ISP.

NOTE: It is recommended that you initially connect your new wireless computer to the router by using the network cable provided with the router. When the computer successfully connects to the Internet, disconnect the cable, and access the Internet through your wireless network.

Protecting your WLAN

When you set up a WLAN or access an existing WLAN, always enable security features to protect your network from unauthorized access. WLANs in public areas (hotspots) like coffee shops and airports may not provide any security. If you are concerned about the security of your computer when connected to a hotspot, limit your network activities to email that is not confidential and basic Internet surfing.

Wireless radio signals travel outside the network, so other WLAN devices can pick up unprotected signals. Take the following precautions to protect your WLAN:

- Use a firewall.

  A firewall checks information and requests that are sent to your network, and discards any suspicious items. Firewalls are available in both software and hardware. Some networks use a combination of both types.

- Use wireless encryption.

  Wireless encryption uses security settings to encrypt and decrypt data that is transmitted over the network. For more information, from the Start screen, type `help`, and then select **Help and Support**.

Connecting to a WLAN

To connect to the WLAN, follow these steps:

1. Be sure that the WLAN device is on. If the device is on, the wireless light is white. If the wireless light is off, press the wireless button.

   NOTE: On some models, the wireless light is amber when all wireless devices are off.

2. From the Start screen, point to the far-right upper or lower corner of the screen to display the charms.
3. Select **Settings**, and then click the network status icon.
4. Select your WLAN from the list.
5. Click **Connect**.

   If the WLAN is a security-enabled WLAN, you are prompted to enter a security code. Type the code, and then click **Sign in** to complete the connection.

   NOTE: If no WLANs are listed, you may be out of range of a wireless router or access point.

   NOTE: If you do not see the WLAN you want to connect to, from the Windows desktop, right-click the network status icon, and then select **Open Network and Sharing Center**. Click **Set up a new connection or network**. A list of options is revealed, allowing you to manually search for and connect to a network or to create a new network connection.

6. Follow the on-screen instructions to complete the connection.

After the connection is made, place the mouse pointer over the network status icon in the notification area, at the far right of the taskbar, to verify the name and status of the connection.

NOTE: The functional range (how far your wireless signals travel) depends on WLAN implementation, router manufacturer, and interference from other electronic devices or structural barriers such as walls and floors.

Using HP Mobile Broadband (select models only)

HP Mobile Broadband enables your computer to use WWANs to access the Internet from more places and over larger areas than it can by using WLANs. Using HP Mobile Broadband requires a network service provider (called a *mobile network operator*), which in most cases is a cellular phone network operator. Coverage for HP Mobile Broadband is similar to cellular phone voice coverage.

When used with mobile network operator service, HP Mobile Broadband gives you the freedom to stay connected to the Internet, send email, or connect to your corporate network whether you are on the road or outside the range of Wi-Fi hotspots.

HP supports the following technologies:

- HSPA (High Speed Packet Access), which provides access to networks based on the Global System for Mobile Communications (GSM) telecommunications standard.
- EV-DO (Evolution Data Optimized), which provides access to networks based on the code division multiple access (CDMA) telecommunications standard.
- LTE (Long Term Evolution), which provides access to networks supporting LTE technology.

You may need the HP Mobile Broadband Module serial number to activate mobile broadband service. The serial number is printed on a label located on the bottom of your computer.

Some mobile network operators require the use of a subscriber identity module (SIM). A SIM contains basic information about you, such as a personal identification number (PIN), as well as network information. Some computers include a SIM that is preinstalled in the battery bay. If the SIM is not preinstalled, it may be provided in the HP Mobile Broadband information provided with your computer or the mobile network operator may provide it separately from the computer.

For information about inserting and removing the SIM, see the Inserting and removing a SIM on page 23 section in this chapter.

For information about HP Mobile Broadband and how to activate service with a preferred mobile network operator, see the HP Mobile Broadband information included with your computer.

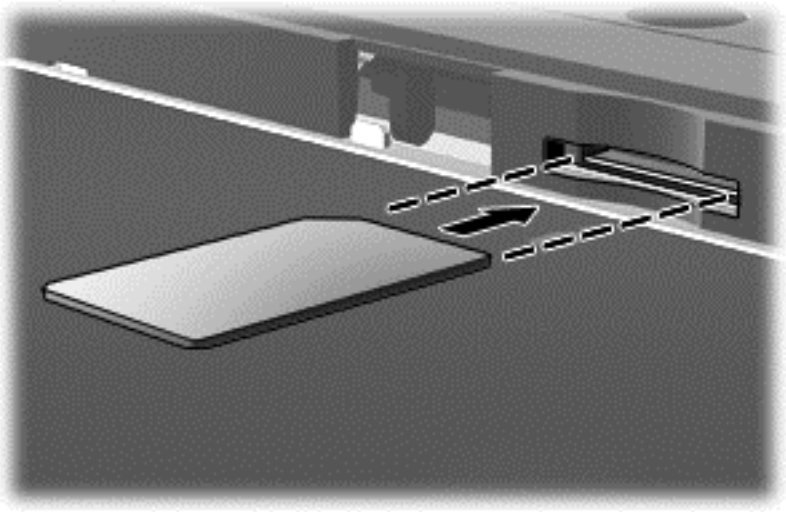
Inserting and removing a SIM

CAUTION: To prevent damage to the connectors, use minimal force when inserting a SIM.

To insert a SIM, follow these steps:

1. Shut down the computer.
2. If the keyboard base is attached to the tablet, close the display.
3. Disconnect all external devices connected to the computer.
4. Unplug the power cord from the AC outlet.

5. Insert the SIM into the SIM slot, and gently push the SIM into the slot until it is firmly seated.



6. Reconnect external power.
7. Reconnect external devices.
8. Turn on the computer.

To remove a SIM, press in on the SIM, and then remove it from the slot.

Using Bluetooth wireless devices (select models only)

A Bluetooth device provides short-range wireless communications that replace the physical cable connections that traditionally link electronic devices such as the following:

- Computers (desktop, notebook, PDA)
- Phones (cellular, cordless, smart phone)
- Imaging devices (printer, camera)
- Audio devices (headset, speakers)
- Mouse

Bluetooth devices provide peer-to-peer capability that allows you to set up a PAN of Bluetooth devices. For information about configuring and using Bluetooth devices, see the Bluetooth software Help.

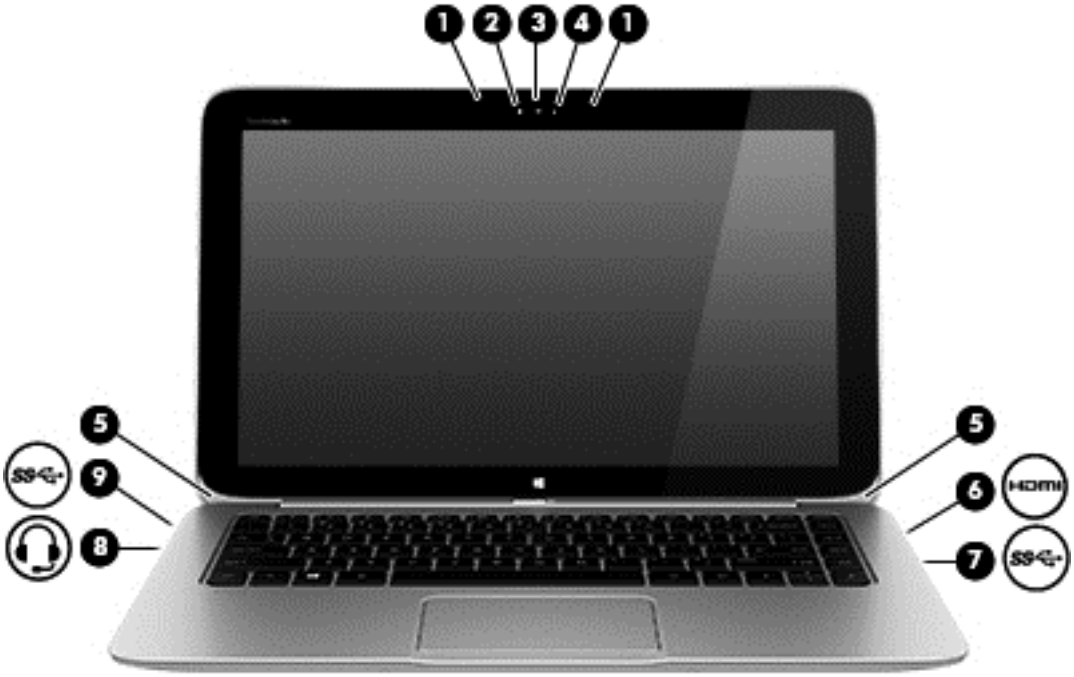
4 Enjoying entertainment features

Use your HP computer as an entertainment hub to socialize via the webcam, enjoy and manage your music, and download and watch movies. Or, to make your computer an even more powerful entertainment center, connect external devices like a monitor, projector, or TV, or speakers and headphones.

Multimedia features

Here are some of the entertainment features on your computer.

Component	Description	
(1)	Audio-out (headphone)/Audio-in (microphone) combo jack	Connects optional powered stereo speakers, headphones, earbuds, a headset, or a television audio cable. Also connects an optional headset microphone. This jack does not support optional microphone-only devices. **WARNING!** To reduce the risk of personal injury, adjust the volume before using headphones, earbuds, or a headset. For additional safety information, see the *Regulatory, Safety and Environmental Notices*. To access this guide, from the Start screen, type `support`, and then select the **HP Support Assistant** app. **NOTE:** When a device is connected to the jack, the computer speakers are disabled. **NOTE:** Be sure that the device cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).
(2)	Volume button	Controls speaker volume. • To increase speaker volume, press the **+** edge of the button. • To decrease speaker volume, press the **–** edge of the button.



Component		Description	
(1)		Internal microphones (2)	Record sound.
(2)		Webcam light	On: The webcam is in use.
(3)		HP TrueVision HD Webcam	Records video, captures still photographs, allows you to video conference and chat online using streaming video. Swipe from the right edge of the TouchPad or touch screen to display the charms, tap **Search**, and then tap the search box. type `camera`, and then select **Camera** from the list of applications. – or – From the Start screen, type `camera`, and then select **Camera** from the list of applications.
(4)		Ambient light sensor	The ambient light sensor automatically adjusts the display brightness based on the lighting conditions in your environment.
(5)		Speakers (2)	Produce sound.
(6)	HDMI	HDMI port	Connects an optional video or audio device, such as a high-definition television, any compatible digital or audio component, or a high-speed HDMI device.
(7)	SS	USB 3.0 port	Connects an optional USB device, such as a keyboard, mouse, external drive, printer, scanner or USB hub.

Component	Description	
(8)	Audio-out (headphone)/Audio-in (microphone) combo jack	Connects optional powered stereo speakers, headphones, earbuds, a headset, or a television audio cable. Also connects an optional headset microphone. This jack does not support optional microphone-only devices. **WARNING!** To reduce the risk of personal injury, adjust the volume before using headphones, earbuds, or a headset. For additional safety information, see the *Regulatory, Safety and Environmental Notices*. To access this guide, from the Start screen, type `support`, and then select the **HP Support Assistant** app. **NOTE:** When a device is connected to the jack, the computer speakers are disabled. **NOTE:** Be sure that the device cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).
(9)	USB 3.0 port	Connects an optional USB device, such as a keyboard, mouse, external drive, printer, scanner or USB hub.

Using the webcam

Your computer has an integrated webcam, a powerful social networking tool that allows you to communicate up close with friends and colleagues, whether they are next door or on the other side of the world. With the webcam, you can stream video with your instant messaging software, capture and share video, and take photos.

To start the webcam, follow these steps:

Mode	Steps
	1. Swipe from the right edge of the TouchPad or touch screen to display the charms, tap **Search**, and then tap the search box. 2. Type `camera`, and then select **Camera** from the list of applications.
	1. From the Start screen, type `camera`, and then select **Camera** from the list of applications.

For details about using the webcam, go to Help and Support. From the Start screen, type `help`, and then select **Help and Support**.

Touch to share (select models only)

Your computer has advanced Near Field Communication (NFC) hardware that allows you to wirelessly touch-to-share information between two NFC-enabled devices. With NFC technology, you can share websites, transfer contact information, and tap-to-print on NFC supported printers.

TIP: You can download NFC apps that may provide additional NFC features.

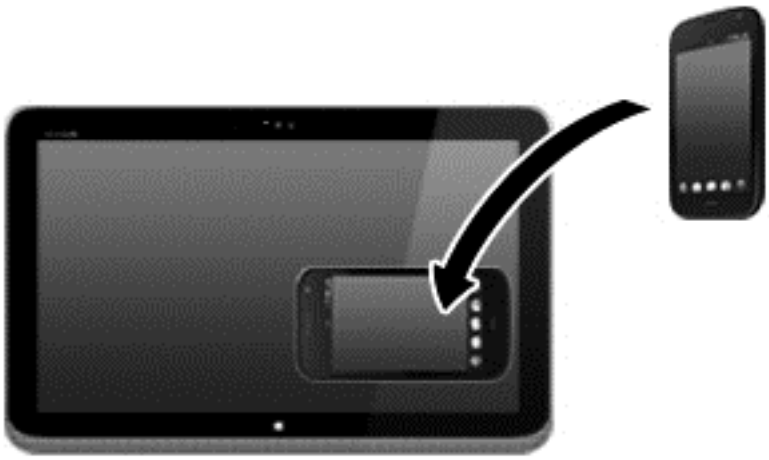
IMPORTANT: Before you can begin sharing, be sure that NFC is enabled on your devices. You may also need to turn off certain services, such as sBeam, in order for NFC to work on Windows 8 devices. Check your NFC device manufacturer to be sure that it is compatible with Windows 8.

Start sharing

Touch your NFC device to your computer to start sharing between your device and your computer.

1. Open the item you want to share.
2. Touch the two NFC antennas together. You may hear a sound when the antennas have recognized each other.

NOTE: The NFC antenna on your computer is located on the center, right-side of your computer screen. Refer to your device instructions to see where its antenna is located.



3. You may see a message on your device asking you to initiate the transfer and a message on your computer if you want to receive the transfer. Follow the on-screen instructions to accept the transfer.

Editing media in Adobe Photoshop Lightroom

Whether you are an amateur or professional photographer or somewhere in between, Adobe® Photoshop® Lightroom® 5 is an intuitive, all-in-one solution for bringing out the best in your photographs.

To start Lightroom:

▲ From the Start screen, select the **Adobe Photoshop Lightroom 5** app, and then follow the on-screen instructions.

TIP: For more information on using Lightroom, go to http://helpx.adobe.com/lightroom.html.

Lightroom allows you to easily remove defects and unwanted objects from your images, and automatically straighten tilted shots and share your photos.

- View and organize, perfect and process, print and share. Lightroom includes everything you need.
- Get the best from every pixel in your photos, whether you shot them with a professional camera or a camera phone. Lightroom includes a comprehensive set of advances tools for tone, contrast, color, noise reduction and more.
- Easily share whenever and however you want to show your images. Lightroom makes it easy with timesaving tools for sharing your work with friends, family, and clients.

Special features

- **Upright**: Straighten your tilted shots.
- **Advanced Healing Brush**: Erase dust spots, splotches, and other flaws. Change the brush size and move it in precise paths to make unwanted scene elements disappear.
- **Video slide shows**: Easily share your work in elegant video slide shows that combine still images, video clips, and music in creative HD videos that can be viewed on almost any computer or device.

Using audio

On your computer, you can play music CDs (with an optional external optical drive), download and listen to music, stream audio content from the web (including radio), record audio, or mix audio and video to create multimedia. To enhance your listening enjoyment, attach external audio devices such as speakers or headphones.

Connecting speakers

You can attach wired speakers to your computer by connecting them to a USB port or to the audio-out (headphone) jack on your computer or on a docking station.

To connect *wireless* speakers to your computer, follow the device manufacturer's instructions. To connect high-definition speakers to the computer, see Setting up HDMI audio on page 33. Before connecting speakers, lower the volume setting.

Connecting headphones and microphones

You can connect wired headphones or headsets to the audio-out (headphone)/audio-in (microphone) combo jack on your computer. Many headsets with integrated microphones are commercially available.

To connect *wireless* headphones to your computer, follow the device manufacturer's instructions.

⚠ **WARNING!** To reduce the risk of personal injury, lower the volume setting before putting on headphones, earbuds, or a headset. For additional safety information, see the *Regulatory, Safety and Environmental Notices*. To access this guide, from the Start screen, type `support`, and then select the **HP Support Assistant** app.

Using Beats Audio

Beats Audio is an enhanced audio feature that provides a deep, controlled bass while maintaining a clear sound. You can experience Beats Audio through the computer's internal speakers, through external speakers connected to a USB port, or through Beats Audio headphones connected to the headphone jack.

Accessing Beats Audio Control Panel

Use Beats Audio Control Panel to view and manually control audio and bass settings.

To open Beats Audio Control Panel, follow these steps:

Mode	Steps
	1. Swipe from the right edge of the TouchPad or touch screen to display the charms, tap **Search**, and then tap the search box. 2. Type `control panel`, select **Control Panel**, select **Hardware and Sound**, and then select **Beats Audio Control Panel**.
	From the Start screen, type control panel, select **Control Panel**, select **Hardware and Sound**, and then select **Beats Audio Control Panel**.

Enabling and disabling Beats Audio

To enable or disable Beats Audio, follow these steps:

Mode	Steps
	1. Swipe from the right edge of the TouchPad or touch screen to display the charms, tap **Search**, and then tap the search box. 2. Type `control panel`, select **Control Panel**, select **Hardware and Sound**, and then select **Beats Audio Control Panel**. 3. Follow the on-screen instructions
	1. From the Start screen, type `control panel`, select **Control Panel**, select **Hardware and Sound**, and then select **Beats Audio Control Panel**. 2. Follow the on-screen instructions

Testing your audio features

To check the audio function on your computer, follow these steps:

1. From the Start screen, type `control panel`, and then select **Control Panel**.
2. Select **Hardware and Sound**, and then select **Sound**.
3. When the Sound window opens, select the **Sounds** tab. Under **Program Events**, select any sound event, such as a beep or alarm, and then click **Test**.

   You should hear sound through the speakers or through connected headphones.

To check the recording functions on your computer, follow these steps:

1. From the Start screen, type `sound`, and then select **Sound Receiver**.
2. Click **Start Recording** and speak into the microphone.
3. Save the file to your desktop.
4. Open a multimedia program and play the recording.

To confirm or change the audio settings on your computer:

1. From the Start screen, type `control panel`, and then select **Control Panel**.
2. Select **Hardware and Sound**, and then select **Sound**.

Using video

Your computer is a powerful video device that enables you to watch streaming video from your favorite websites and download video and movies to watch on your computer when you are not connected to a network.

To enhance your viewing enjoyment, use one of the video ports on the computer to connect an external monitor, projector, or TV. Most computers have a video graphics array (VGA) port, which connects analog video devices. Some computers also have a high-definition multimedia interface (HDMI) port, which allows you to connect a high-definition monitor or TV.

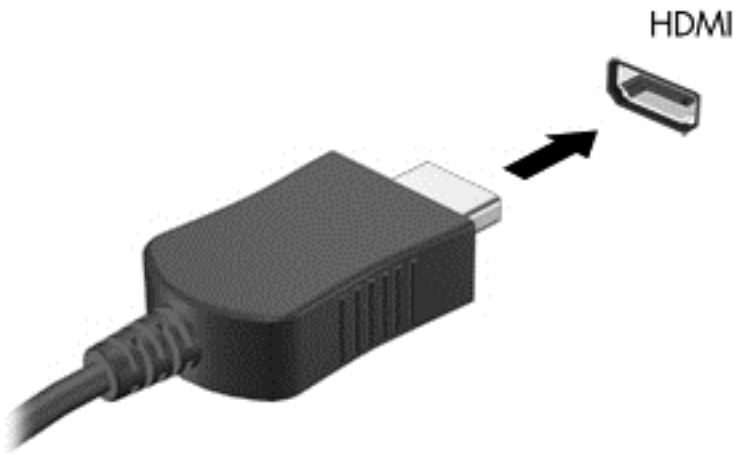
IMPORTANT: Be sure that the external device is connected to the correct port on the computer, using the correct cable. Check the device manufacturer's instructions.

Connecting video devices using an HDMI cable

NOTE: To connect an HDMI device to your computer, you need an HDMI cable, sold separately.

To see the computer screen image on a high-definition TV or monitor, connect the high-definition device according to the following instructions.

1. Connect one end of the HDMI cable to the HDMI port on the computer.



2. Connect the other end of the cable to the high-definition TV or monitor.
3. Press f4 to alternate the computer screen image between 4 display states:
   - **PC screen only:** View the screen image on the computer only.
   - **Duplicate:** View the screen image simultaneously on *both* the computer and the external device.
   - **Extend:** View the screen image extended across *both* the computer and the external device.
   - **Second screen only:** View the screen image on the external device only.

   Each time you press f4, the display state changes.

NOTE: For best results, especially if you choose the “Extend” option, adjust the screen resolution of the external device, as follows. From the Start screen, type `control panel`, and then select **Control Panel** from the list of applications. Select **Appearance and Personalization**. Under **Display**, select **Adjust screen resolution**.

Setting up HDMI audio

HDMI is the only video interface that supports high-definition video *and* audio. After you connect an HDMI TV to the computer, you can then turn on HDMI audio by following these steps:

1. From the Windows desktop, right-click the **Speakers** icon in the notification area, at the far right of the taskbar, and then select **Playback devices**.
2. On the Playback tab, select the name of the digital output device.
3. Click **Set Default**, and then click **OK**.

To return the audio stream to the computer speakers:

1. From the Windows desktop, right-click the **Speakers** icon in the notification area, at the far right of the taskbar, and then click **Playback devices**.
2. On the Playback tab, click **Speakers**.
3. Click **Set Default**, and then click **OK**.

Discovering and connecting to Miracast-compatible wireless displays (select models only)

To discover and connect to Miracast-compatible wireless displays without leaving your current apps, follow the steps below.

Mode	Steps
	Swipe from the right edge of the Start screen to display the charms, tap **Devices**, tap **Project**, and then follow the on-screen instructions.
	Point to the upper-right or lower-right corner of the Start screen to display the charms, click **Devices**, click **Project**, and then follow the on-screen instructions.

5 Navigating the screen

You can navigate the computer screen in several ways:

- Touch gestures
- Keyboard and mouse
- Voice recognition software (select models only)

Touch gestures can be used on your computer TouchPad or on a touch screen.

NOTE: An external USB mouse (purchased separately) can be connected to one of the USB ports on the computer.

Review the *Windows Basics* guide included with your computer. The guide provides information on common tasks using the TouchPad, touch screen, or the keyboard.

You computer has special action keys and hot key functions on the keyboard to perform routine tasks.

Using the TouchPad and gestures

The TouchPad allows you to navigate the computer screen and control the pointer by using simple finger movements. You can customize the touch gestures by changing settings, button configurations, click speed, and pointer options. You can also view demonstrations of TouchPad gestures.

From the Start screen, type `control panel`, select **Control Panel**, and then select **Hardware and Sound**. Under **Devices and Printers**, select **Mouse**.

TIP: Use the left and right buttons on the TouchPad as you would use the corresponding buttons on an external mouse.

NOTE: TouchPad gestures are not supported in all apps.

Tapping

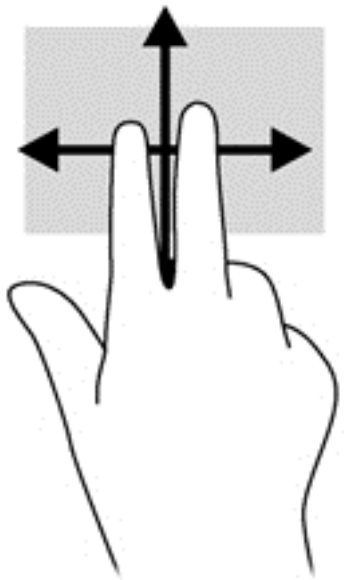
To make an on-screen selection, use the tap function on the TouchPad.

- Point to an item on the screen, and then tap one finger on the TouchPad zone to make a selection. Double-tap an item to open it.

Scrolling

Scrolling is useful for moving up, down, or sideways on a page or image.

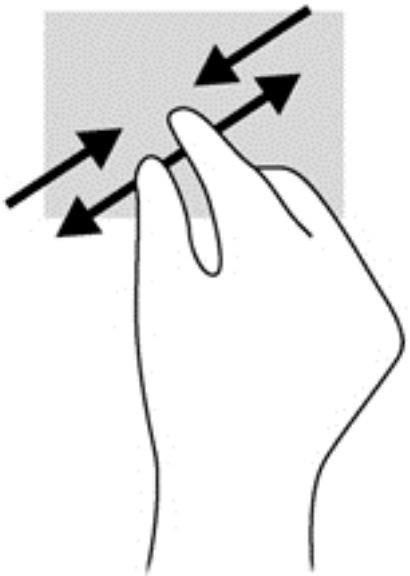
- Place two fingers slightly apart on the TouchPad zone and then drag them up, down, left, or right.



Pinching/zooming

Pinching and zooming allow you to zoom in or out on images or text.

- Zoom out by placing two fingers apart on the TouchPad zone and then moving your fingers together.
- Zoom in by placing two fingers together on the TouchPad zone and then moving your fingers apart.

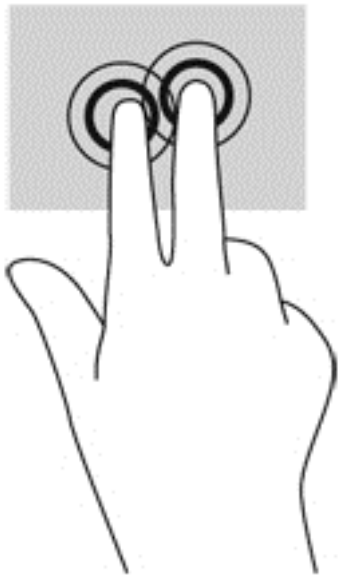


2-finger click

2-finger click allows you to make menu selections for an object on the screen.

NOTE: Using 2-finger click is the same action as using right-click with the mouse.

- Place two fingers on the TouchPad zone and press down to open the options menu for the selected object.

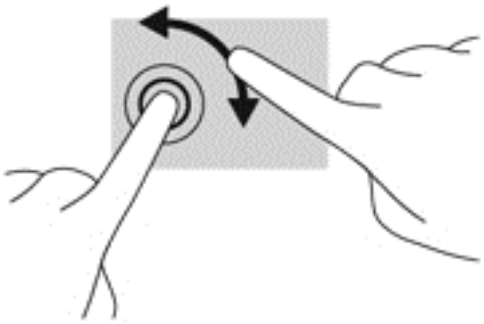


Rotating (select models only)

Rotating allows you to turn items such as photos.

- Point to an object, then anchor the forefinger of your left hand in the TouchPad zone. Using your right hand, slide your forefinger in a sweeping motion from 12 o’clock to 3 o’clock. To reverse the rotation, move your forefinger from 3 o’clock to 12 o’clock.

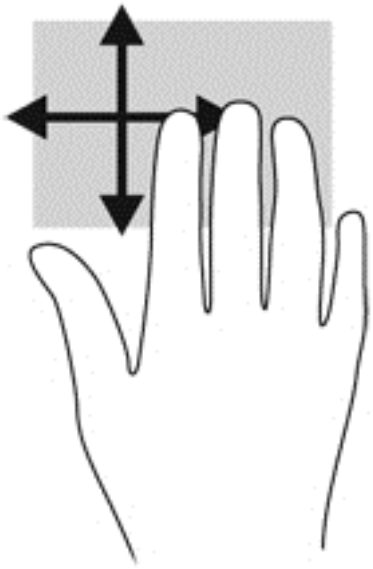
NOTE: Rotate is intended for specific apps where you can manipulate an object or image. Rotate may not be functional for all apps.



Flicking (select models only)

Flicking allows you to navigate through screens or quickly scroll through documents.

- Place three fingers on the TouchPad zone and flick your fingers in a light, quick motion up, down, left or right.



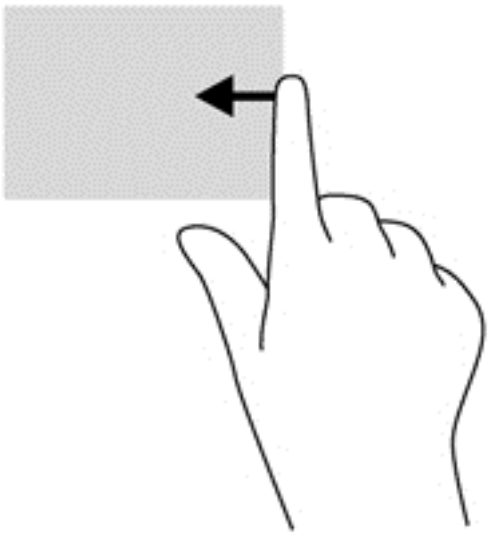
Edge swipes

Edge swipes allow you to perform tasks such as changing settings and finding or using apps.

Right-edge swipe

The right-edge swipe reveals the charms, which let you search, share, start apps, access devices, or change settings.

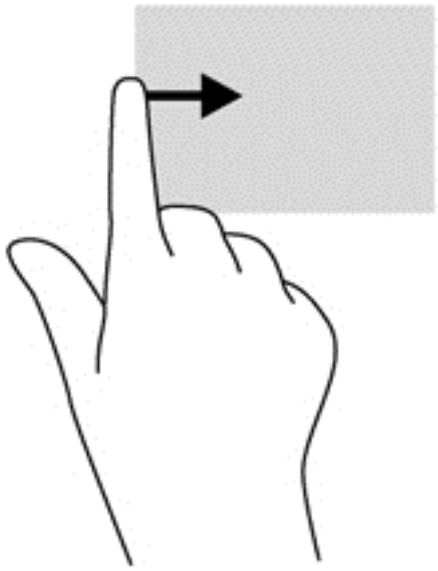
- Swipe your finger gently from the right edge to reveal the charms.



Left-edge swipe

The left-edge swipe accesses your recently opened apps so that you can switch between them quickly.

- Swipe your finger gently from the left edge of the TouchPad to switch between them quickly.

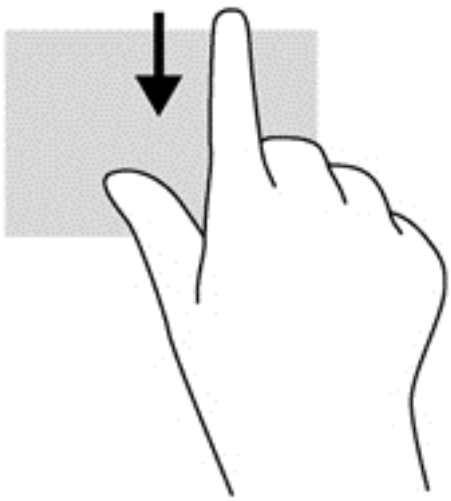


Top-edge swipe

The top-edge swipe displays app command options that allow you to customize apps.

IMPORTANT: When an app is open, the top-edge gesture varies depending on the app.

- Swipe your finger gently from the top edge to reveal the app command options.



Using the touch screen

A touch screen computer allows you to control items on the screen directly with your fingers.

TIP: On touch screen computers, you can perform the gestures on the screen or on the TouchPad. You can also perform on-screen actions with the keyboard and mouse.

Using touch screen gestures

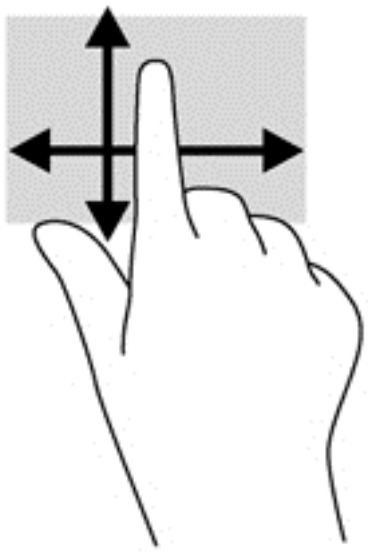
One-finger slide

The one-finger slide is mostly used to pan or scroll through lists and pages, but you can use it for other interactions, too, such as moving an object.

- To scroll across the screen, lightly slide one finger across the screen in the direction you want to move.

NOTE: When many apps are revealed on the Start screen, you can slide your finger to move the screen left or right.

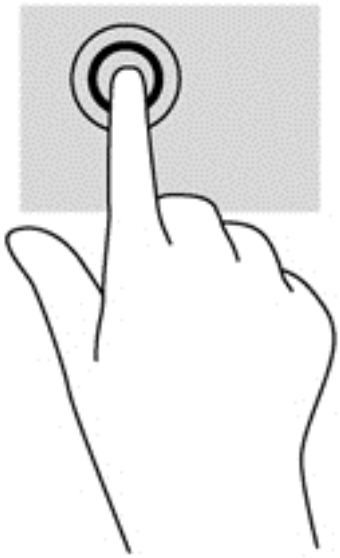
- To drag, press and hold an object, and then drag the object to move it.



Tapping

To make an on-screen selection, use the tap function.

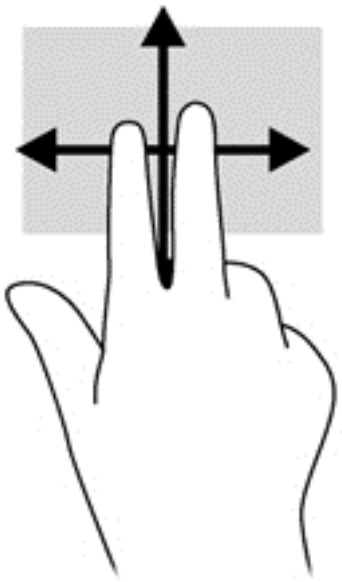
- Use one finger to tap an object on the screen to make a selection. Double-tap an item to open it.



Scrolling

Scrolling is useful for moving the pointer up, down, left, or right on a page or image.

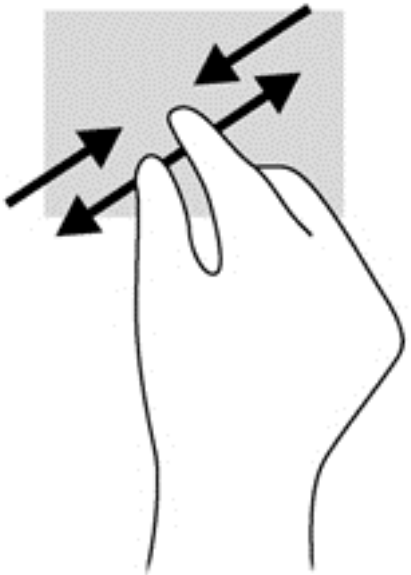
- Place two fingers on the screen and then drag them in an up, down, left, or right motion.



Pinching/zooming

Pinching and zooming allows you to zoom out or in on images or text.

- Zoom out by placing two fingers apart on the display and then move your fingers together.
- Zoom in by placing two fingers together on the display and then move your fingers apart.

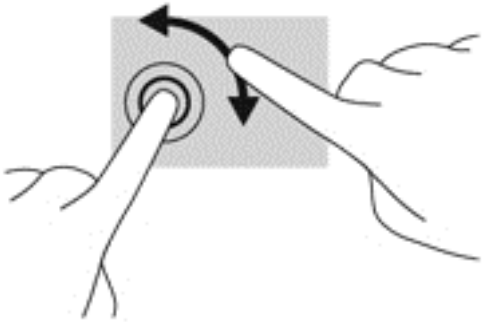


Rotating (select models only)

Rotating allows you to turn items such as photos.

- Anchor the forefinger of your left hand on the object you want to rotate. Using your right hand, slide your forefinger around in a sweeping motion from 12 o’clock to 3 o’clock. To reverse the rotation, move your forefinger from 3 o’clock to 12 o’clock.

NOTE: Rotate is intended for specific apps where you can manipulate an object or image. Rotate may not be functional for all apps.



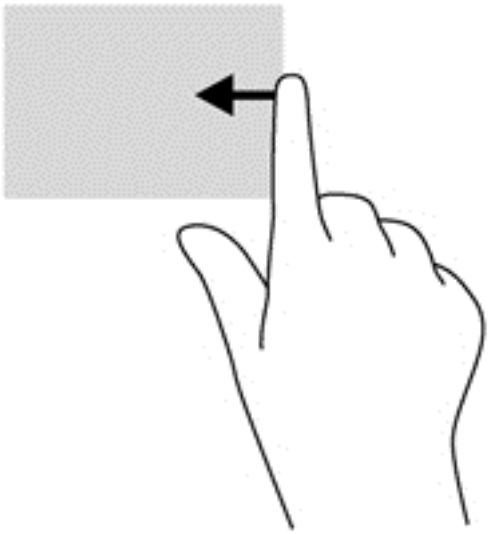
Edge swipes

With edge swipes you can perform tasks such as changing settings and finding or using apps.

Right-edge swipe

The right-edge swipe reveals the charms, which let you search, share, start apps, access devices, or change settings.

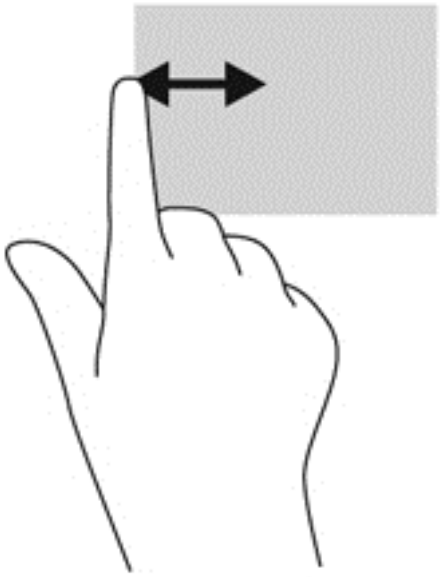
- Gently swipe your finger inward from the right edge of the display onto the screen to reveal the charms.



Left-edge swipe

The left-edge swipe reveals your open apps so that you can switch to them quickly.

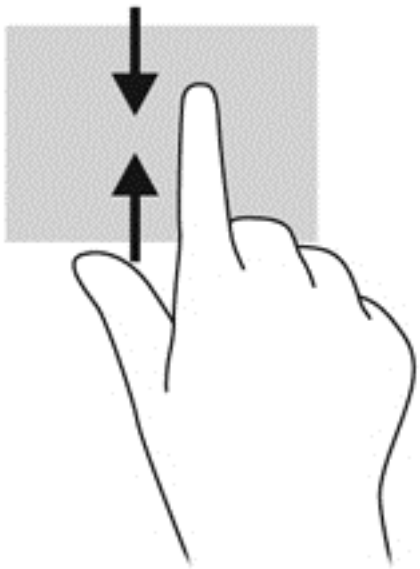
- Gently swipe your finger inward from the left edge of the display to switch between apps. Without lifting your finger, swipe back toward the left edge to reveal all open apps.



Top-edge swipe and bottom-edge swipe

The top-edge swipe or bottom-edge swipe displays app command options that allow you to customize apps.

- ▲ From the Windows Start screen, gently swipe your finger from the top edge or the bottom edge of the display onto the screen to reveal the app command options.



Using the on-screen keyboard

You may want to enter data into a data field. This may be required when you set up a wireless network configuration or a weather reporting location, or when you access user accounts on Internet sites. The computer has an on-screen keyboard that is displayed when you need to enter such information into data fields.

1. To display the keyboard, tap in the first data field. Tap the small keyboard icon that is displayed.

   – or –

   From the Windows desktop, tap the keyboard icon right side of the notification area.

2. Tap each character, continuing until you have spelled out the name or word that you are entering into the data field.

NOTE: Action keys do not display or function on the on-screen keyboard.

NOTE: Suggested words may be displayed at the top of the keyboard. If an appropriate word is displayed, tap it to select it.

3. Tap enter on the keyboard.

Using the keyboard and mouse

The keyboard and mouse allow you to type, select items, scroll and to perform the same functions as you do using touch gestures. The keyboard base also allows you to use action keys and hot keys to perform specific functions.

TIP: The Windows key on the keyboard base and tablet allow you to quickly return to the Start screen from an open app or the Windows desktop. Pressing the Windows key again will return you to the previous screen.

NOTE: Depending on the country or region, your keyboard may have different keys and keyboard functions than those discussed in this section.

Using the keys

Your computer has different ways to quickly access information or perform functions with certain keys and key combinations.

Using the action keys

An action key on the keyboard base performs an assigned function. The icon on each of the f1 through f12 keys illustrates the assigned function for that key.

IMPORTANT: Action keys only function on the keyboard base. They do not display or function on the on-screen keyboard of the tablet.

To use an action key function, press and hold the key.

The keyboard base action key feature is enabled at the factory. You can disable this feature in Setup Utility (BIOS). See Using Setup Utility (BIOS) and HP PC Hardware Diagnostics (UEFI) on page 65 for instructions on opening Setup Utility (BIOS), and then follow the instructions at the bottom of the screen.

To activate the assigned function after you have disabled the action key feature on the keyboard base, you must press the fn key in combination with the appropriate action key.

⚠ **CAUTION:** Use extreme care when making changes in Setup Utility. Errors can prevent the computer from operating properly.

Icon	Key	Description
	f1	Opens Help and Support, which provides tutorials, information about the Windows operating system and your computer, answers to questions, and updates to your computer. Help and Support also provides automated troubleshooting tools and access to support.
	f2	Decreases the screen brightness incrementally as long as you hold down the key.
	f3	Increases the screen brightness incrementally as long as you hold down the key.
	f4	Switches the screen image between display devices connected to the system. For example, if a monitor is connected to the computer, pressing this key alternates the screen image from the computer display to the monitor display to a simultaneous display on both the computer and the monitor.
	f5	Turns the keyboard backlight feature off or on. **NOTE:** To conserve battery power, turn off this feature.
	f6	Mutes or restores speaker sound.
	f7	Decreases speaker volume incrementally as long as you hold down the key.
	f8	Increases speaker volume incrementally as long as you hold down the key.
	f9	Plays the previous track of an audio CD or the previous section of a DVD or a BD.
	f10	Begins, pauses, or resumes playback of an audio CD, a DVD, or a BD.
	f11	Plays the next track of an audio CD or the next section of a DVD or a BD.
	f12	Turns the wireless feature on or off. **NOTE:** A wireless network must be set up before a wireless connection is possible.

Using Windows shortcut keys

Windows provides shortcuts to perform actions quickly. Press the Windows key alone or in combination with a specific key to perform a designated action.

For commonly used shortcuts, use the *Windows Basics* guide.

Using the hot keys

A hot key is a combination of the fn key and the esc key or the b key.

To use a hot key:

- ▲ Briefly press the fn key, and then briefly press the second key of the combination.

Using voice navigation (select models only)

Use your voice to create and edit documents and emails, launch apps, open files, search the Internet, and post to social networking sites. Using Dragon voice recognition software and the integrated microphone on your computer, you can quickly and easily capture your thoughts and ideas.

Your computer is equipped with either Dragon Notes or Dragon Assistant. To see what version is installed on your computer, see Locating software on page 5.

To launch voice navigation software:

1. From the Start screen, type `dragon`, and then select **Dragon Notes** or **Dragon Assistant**.
2. Follow the on-screen instructions to set up and begin using voice navigation.

6 Managing power

Your computer can operate on either battery power or external power. When the computer is running on battery power only and an AC power source is not available to charge the battery, it is important to monitor and conserve the battery charge. Your computer supports an optimal power plan to manage how your computer uses and conserves power so that computer performance is balanced with power conservation.

Initiating Sleep and Hibernation

Windows has two power-saving states, Sleep and Hibernation.

- Sleep—The Sleep state is automatically initiated after a period of inactivity when running on battery power or on external power. Your work is saved to memory, allowing you to resume your work very quickly. You can also initiate Sleep manually. For more information, see Manually initiating and exiting Sleep on page 51.
- Hibernation—The Hibernation state is automatically initiated if the battery reaches a critical level. In the Hibernation state, your work is saved to a hibernation file and the computer powers down.

NOTE: You can manually initiate Hibernation. See Manually initiating and exiting Sleep on page 51 and Manually initiating and exiting Hibernation (select models only) on page 51.

CAUTION: To reduce the risk of possible audio and video degradation, loss of audio or video playback functionality, or loss of information, do not initiate Sleep while reading from or writing to a disc or an external media card.

NOTE: You cannot initiate any type of networking connection or perform any computer functions while the computer is in the Sleep state or in Hibernation.

Intel Rapid Start Technology (select models only)

For select models, the Intel Rapid Start Technology (RST) feature is enabled by default. Rapid Start Technology allows your computer to resume quickly from inactivity.

Rapid Start Technology manages your power-saving options as follows:

- Sleep—Rapid Start Technology allows you to select the Sleep state. To exit from Sleep, press any key, activate the TouchPad, or briefly press the power button.
- Hibernation—Rapid Start Technology initiates Hibernation after a period of computer inactivity while the computer is in the Sleep state or when the battery reaches a critical level. After Hibernation is initiated, press the power button to resume your work.

NOTE: Rapid Start Technology can be disabled in Setup Utility (BIOS). If you want to be able to initiate Hibernation yourself, you must enable user-initiated Hibernation using Power Options. See Manually initiating and exiting Hibernation (select models only) on page 51.

Manually initiating and exiting Sleep

You can initiate Sleep in any of the following ways:

- Close the display.
- From the Start screen, point to the upper-right or lower-right corner of the screen to reveal the charms. Click **Settings**, click the **Power** icon, and then click **Sleep**.

To exit Sleep:

- Briefly press the power button.
- If the display is closed, and the tablet is connected to the keyboard base, open the display.
- Press a key on the keyboard.
- Tap or swipe the TouchPad.

When the computer exits Sleep, the power lights turn on and the computer returns to the screen where you stopped working.

NOTE: If you have set a password to be required on wakeup, you must enter your Windows password before the computer will return to the screen.

Manually initiating and exiting Hibernation (select models only)

You can enable user-initiated Hibernation and change other power settings and timeouts using Power Options.

1. From the Start screen, type `power options`, and then select **Power Options**.
2. In the left pane, click **Choose what the power button does**.
3. Click **Change Settings that are currently unavailable**.
4. In the **When I press the power button** area, select **Hibernate**.
5. Click **Save changes**.

When the computer exits Hibernation, the power lights turn on and your work returns to the screen.

NOTE: If you have set a password to be required on wakeup, you must enter your Windows password before your work will return to the screen.

Setting password protection on wakeup

To set the computer to prompt for a password when the computer exits Sleep or Hibernation, follow these steps:

1. From the Start screen, type `power options`, and then select **Power Options**.
2. In the left pane, click **Require a password on wakeup**.
3. Click **Change Settings that are currently unavailable**.
4. Click **Require a password (recommended)**.

   NOTE: If you need to create a user account password or change your current user account password, click **Create or change your user account password**, and then follow the on-screen instructions. If you do not need to create or change a user account password, go to step 5.

5. Click **Save changes**.

Using the power meter and power settings

The power meter is located on the Windows desktop. The power meter allows you to quickly access power settings and view the remaining battery charge.

- To reveal the percentage of remaining battery charge and the current power plan, on the Windows desktop, point over the power meter icon.
- To use Power Options, click the power meter icon and select an item from the list. From the Start screen, you can also type `power options`, and then select **Power Options**.

Different power meter icons indicate whether the computer is running on battery or external power. The icon also reveals a message if the battery has reached a low or critical battery level.

Running on battery power

When a charged battery is in the tablet and the tablet is not plugged into external power, the tablet runs on battery power. If the tablet has a charged battery installed and the AC adapter is disconnected from the tablet, the tablet automatically switches to battery power and the display brightness decreases to conserve battery life. The battery in the tablet slowly discharges when the tablet is off and unplugged from external power. When the tablet is attached to the keyboard base, the system is powered by the keyboard base's battery until the battery reaches a critical level in the keyboard base. At that time, the system switches to the tablet's battery.

Computer battery life varies, depending on power management settings, programs running on the computer, display brightness, external devices connected to the tablet, and other factors.

NOTE: There is a secondary battery in the keyboard base. When the tablet is attached to the keyboard base, the system is powered by the keyboard base's battery.

Factory-sealed battery

Your computer has two internal, rechargeable batteries that can be replaced only by an authorized service provider. To monitor the status of your battery, or if the battery is no longer holding a charge, run Battery Check in Help and Support. To access battery information, from the Start screen, type `support`, select the **HP Support Assistant** app, and then select **Battery and performance**. If Battery Check indicates that your battery should be replaced, contact support.

Do not attempt to remove or replace the factory-sealed battery. Removing or replacing the battery could affect your warranty coverage. If the battery is no longer holding a charge, contact support.

When a battery has reached the end of its useful life, do not dispose of the battery in general household waste. Follow the local laws and regulations in your area for battery disposal.

Conserving battery power

Tips for conserving battery power and maximizing battery life:

- Lower the brightness on the display.
- Select the **Power saver** setting in Power Options.
- Turn off wireless devices when you are not using them.
- Disconnect unused external devices that are not plugged into an external power source, such as an external hard drive connected to a USB port.

- Stop, disable, or remove any external media cards that you are not using.
- Before you leave your work, initiate Sleep or shut down the computer.

Identifying low battery levels

When a battery that is the sole power source for the computer reaches a low or critical battery level, the following behavior occurs:

- The battery light (select models only) indicates a low or critical battery level.

– or –

- The power meter icon on the Windows desktop shows a low or critical battery notification.

NOTE: For additional information about the power meter, see Using the power meter and power settings on page 52.

The computer takes the following actions for a critical battery level:

- If Hibernation is disabled and the computer is on or in the Sleep state, the computer remains briefly in the Sleep state, and then shuts down and loses any unsaved information.
- If Hibernation is enabled and the computer is on or in the Sleep state, the computer initiates Hibernation.

Resolving a low battery level

Resolving a low battery level when external power is available

- Connect an AC adapter.
- Connect the keyboard base to the tablet.
- Connect an optional power adapter purchased as an accessory from HP.

Resolving a low battery level when no power source is available

Save your work and shut down the computer.

Resolving a low battery level when the computer cannot exit Hibernation

When the computer lacks sufficient power to exit Hibernation, follow these steps:

1. Connect the AC adapter to the computer and to external power.
2. Exit Hibernation by pressing the power button.

Running on external AC power

For information on connecting to AC power, refer to the *Setup Instructions* poster provided in the computer box.

The computer does not use battery power when the computer is connected to AC external power with an approved AC adapter or an optional docking/expansion device.

WARNING! To reduce potential safety issues, use only the AC adapter provided with the computer, a replacement AC adapter provided by HP, or a compatible AC adapter purchased from HP.

Connect the computer to external AC power under any of the following conditions:

⚠ **WARNING!** Do not charge the computer battery while you are onboard aircraft.

- When charging or calibrating a battery
- When installing or modifying system software
- When writing information to a disc (select models only)
- When running Disk Defragmenter on computers with internal hard drives
- When performing a backup or recovery

When you connect the computer to external AC power:

- The battery begins to charge.
- The display brightness increases.
- The power meter icon on the Windows desktop changes appearance.

When you disconnect external AC power, the following events occur:

- The computer switches to battery power.
- The display brightness automatically decreases to save battery life.
- The power meter icon on the Windows desktop changes appearance.

Troubleshooting power problems

Test the AC adapter if the computer exhibits any of the following symptoms when it is connected to AC power:

- The computer does not turn on.
- The display does not turn on.
- The power lights are off.

To test the AC adapter:

1. Shut down the computer.
2. Connect the AC adapter to the computer, and then plug it into an AC outlet.
3. Turn on the computer.
    - If the power lights turn *on*, the AC adapter is working properly.
    - If the power lights remain *off*, check the connection from the AC adapter to the computer and the connection from the AC adapter to the AC outlet to be sure that the connections are secure.
    - If the connections are secure and the power lights remain *off*, the AC adapter is not functioning and should be replaced.

Contact support for information on obtaining a replacement AC power adapter.

HP CoolSense (select models only)

HP CoolSense automatically detects when the computer is not on a horizontal surface and adjusts performance and fan settings to keep the surface temperature of your computer at the optimum level of comfort.

When HP CoolSense is off, the position of the computer is not detected and the performance and fan options remain at the factory setting. As a result, the surface temperature of the computer may be higher than it would be with HP CoolSense on.

To turn CoolSense off or on, follow these steps:

▲ From the Start screen, type `coolsense`, and then select **HP CoolSense**.

Refreshing your software content with Intel Smart Connect Technology (select models only)

When the computer is in the Sleep state, Intel® Smart Connect Technology periodically causes the computer to exit Sleep. If a network connection is available, Smart Connect updates open apps such as your email inboxes, social network sites, and news pages and then returns the computer to the Sleep state. Smart Connect also syncs content that you have created offline, such as emails. When the computer exits Sleep, you have immediate access to your updated information.

▲ To enable this feature or manually adjust the settings, from the Start screen, type `smart`, and then select **Intel® Smart Connect Technology**.

Shutting down (turning off) the computer

CAUTION: Unsaved information is lost when the computer shuts down. Be sure to save your work before shutting down the computer.

The Shut down command closes all open programs, including the operating system, and then turns off the display and computer.

Shut down the computer under any of the following conditions:

- When you are connecting an external hardware device that does not connect to a USB or video port
- When the computer will be unused and disconnected from external power for an extended period

Although you can turn off the computer with the power button, the recommended procedure is to use the Windows Shut down command:

NOTE: If the computer is in the Sleep state or in Hibernation, you must first exit Sleep or Hibernation before shutdown is possible by briefly pressing the power button.

1. Save your work and close all open programs.
2. From the Start screen, point to the upper-right or lower-right corner of the screen to reveal the charms.
3. Click **Settings**, click the **Power** icon, and then click **Shut down**.

   – or –

Right-click the **Start** button in the lower-left corner of the screen, select **Shut down**, and then select **Shut down**.

If the computer is unresponsive and you are unable to use the preceding shutdown procedures, try the following emergency procedures in the sequence provided:

To shut down the unresponsive tablet:

▲ Press both the Windows key and the power button at the same time.

To shut down the unresponsive tablet when it is connected to the keyboard base:

- Press ctrl+alt+delete, click the **Power** icon, and then select **Shut Down**.
- Press and hold the power button for at least 5 seconds.
- Disconnect the computer from external power.

7 Maintaining your computer

It is important to perform regular maintenance to keep your computer in optimal condition. This chapter provides information about improving the performance of your computer by running tools such as Disk Defragmenter and Disk Cleanup. It also provides information about updating your programs and drivers, instructions for cleaning your computer, and tips for traveling with your computer.

Improving performance

Everyone wants a fast computer and by performing regular maintenance tasks, using tools such as Disk Defragmenter and Disk Cleanup, you can drastically improve the performance of your computer. Also, as your computer gets older, you might consider installing larger drives and adding more memory.

Handling drives

Observe these precautions when handling drives:

- Before removing or installing a drive, shut down the computer. If you are unsure whether the computer is off, in the Sleep state, or in Hibernation, turn the computer on, and then shut it down through the operating system.
- Before handling a drive, discharge static electricity by touching the unpainted metal surface of the drive.
- Do not touch the connector pins on a removable drive or on the computer.
- Do not use excessive force when inserting a drive into a drive bay.
- When the battery is the only source of power, be sure that the battery is sufficiently charged before writing to media.
- If a drive must be mailed, place the drive in a bubble-pack mailer or other suitable protective packaging and label the package “FRAGILE.”
- Avoid exposing a drive to magnetic fields. Security devices with magnetic fields include airport walk-through devices and security wands. Airport conveyer belts and similar security devices that check carry-on baggage use X-rays instead of magnetism and do not damage drives.
- Remove media from a drive before removing the drive from the drive bay, or traveling with, shipping, or storing a drive.
- Do not type on the keyboard or move the computer while an optical drive is writing to a disc. The write process is sensitive to vibration.
- Before you move a computer that is connected to an external hard drive, initiate Sleep and allow the screen to clear, or properly disconnect the external hard drive.

Using Disk Defragmenter

As you use your computer over time, the files on the hard drive become fragmented. A fragmented drive means data on your drive is not contiguous (sequential) and, because of this, the hard drive works harder to locate files, thus slowing down the computer. Disk Defragmenter consolidates (or

physically reorganizes) the fragmented files and folders on the hard drive so that the system can run more efficiently.

NOTE: It is not necessary to run Disk Defragmenter on solid-state drives.

After you start Disk Defragmenter, it works without supervision. However, depending on the size of your hard drive and the number of fragmented files, Disk Defragmenter may take more than an hour to complete.

HP recommends defragmenting your hard drive at least once a month. You may set Disk Defragmenter to run on a monthly schedule, but you can defragment your computer manually at any time.

To run Disk Defragmenter:

1. Connect the computer to AC power.
2. From the Start screen, type `d`, and then type `disk`.
3. Follow the on-screen instructions.

For additional information, access the Disk Defragmenter software Help.

Using Disk Cleanup

Disk Cleanup searches the hard drive for unnecessary files that you can safely delete to free up disk space and help the computer run more efficiently.

To run Disk Cleanup:

1. From the Start screen, type `d`isk, and then select **Uninstall apps to free up disk space**.
2. Follow the on-screen instructions.

Updating programs and drivers

HP recommends that you update your programs and drivers on a regular basis to the latest versions. Updates can resolve issues and bring new features and options to your computer. Technology is always changing, and updating programs and drivers allows your computer to run the latest technology available. For example, older graphics components might not work well with the most recent gaming software. Without the latest driver, you would not be getting the most out of your equipment.

Go to http://www.hp.com/support to download the latest versions of HP programs and drivers. In addition, register to receive automatic update notifications when they become available.

Cleaning your computer

Use the following products to safely clean your computer:

- Dimethyl benzyl ammonium chloride 0.3 percent maximum concentration (For example: Disposable wipes, which come in a variety of brand names.)
- Alcohol-free glass cleaning fluid
- Water with mild soap solution
- Dry microfiber cleaning cloth or a chamois (static-free cloth without oil)
- Static-free cloth wipes

CAUTION: Avoid strong cleaning solvents that can permanently damage your computer. If you are not sure that a cleaning product is safe for your computer, check the product contents to make sure that ingredients such as alcohol, acetone, ammonium chloride, methylene chloride, and hydrocarbons are not included in the product.

Fibrous materials, such as paper towels, can scratch the computer. Over time, dirt particles and cleaning agents can get trapped in the scratches.

Cleaning procedures

Follow the procedures in this section to safely clean your computer.

WARNING! To prevent electric shock or damage to components, do not attempt to clean your computer while it is turned on.

Turn off the computer.

Disconnect external power.

Disconnect all powered external devices.

CAUTION: To prevent damage to internal components, do not spray cleaning agents or liquids directly on any computer surface. Liquids dripped on the surface can permanently damage internal components.

Cleaning the display (All-in-Ones or Notebooks)

Gently wipe the display using a soft, lint-free cloth moistened with an *alcohol-free* glass cleaner. Be sure that the display is dry before closing the display.

Cleaning the sides or cover

To clean the sides or cover, use a soft microfiber cloth or chamois moistened with one of the cleaning solutions listed previously or use an acceptable disposable wipe.

NOTE: When cleaning the cover of the computer, use a circular motion to aid in removing dirt and debris.

Cleaning the TouchPad, keyboard, or mouse

WARNING! To reduce the risk of electric shock or damage to internal components, do not use a vacuum cleaner attachment to clean the keyboard. A vacuum cleaner can deposit household debris on the keyboard surface.

CAUTION: To prevent damage to internal components, do not allow liquids to drip between the keys.

- To clean the TouchPad, keyboard, or mouse, use a soft microfiber cloth or a chamois moistened with one of the cleaning solutions listed previously or use an acceptable disposable wipe.
- To prevent keys from sticking and to remove dust, lint, and particles from the keyboard, use a can of compressed air with a straw extension.

Traveling with or shipping your computer

If you have to travel with or ship your computer, here are some tips to keep in mind to keep your equipment safe.

- Prepare the computer for traveling or shipping:
  - Attach the tablet to the keyboard base to protect the tablet screen.
  - Back up your information to an external drive.
  - Remove all discs and all external media cards, such as memory cards, from the computer.
  - Turn off, and then disconnect all external devices.
  - Shut down the computer.
- Take along a backup of your information. Keep the backup separate from the computer.
- When traveling by air, carry the computer as hand luggage; do not check it in with the rest of your luggage.

CAUTION: Avoid exposing a drive to magnetic fields. Security devices with magnetic fields include airport walk-through devices and security wands. Airport conveyer belts and similar security devices that check carry-on baggage use X-rays instead of magnetism and do not damage drives.

- If you plan to use the computer during a flight, listen for the in-flight announcement that tells you when you are allowed to use your computer. In-flight computer use is at the discretion of the airline.
- If you are shipping the computer or a drive, use suitable protective packaging and label the package “FRAGILE.”
- If the computer has a wireless device installed, the use of these devices may be restricted in some environments. Such restrictions may apply onboard aircraft, in hospitals, near explosives, and in hazardous locations. If you are uncertain of the policy that applies to the use of a particular device, ask for authorization to use your computer before you turn it on.
- If you are traveling internationally, follow these suggestions:
  - Check the computer-related customs regulations for each country or region on your itinerary.
  - Check the power cord and adapter requirements for each location in which you plan to use the computer. Voltage, frequency, and plug configurations vary.

WARNING! To reduce the risk of electric shock, fire, or damage to the equipment, do not attempt to power the computer with a voltage converter kit sold for appliances.

8 Securing your computer and information

Tablet security is essential for protecting the confidentiality, integrity, and availability of your information. Standard security solutions provided by the Windows operating system, HP applications, the non-Windows Setup Utility (BIOS), and other third-party software can help protect your computer from a variety of risks, such as viruses, worms, and other types of malicious code.

IMPORTANT: Some security features listed in this chapter may not be available on your computer.

Tablet risk	Security feature
Unauthorized use of the computer	Power-on password
Computer viruses	Antivirus software
Unauthorized access to data	Firewall software
Unauthorized access to Setup Utility (BIOS) settings and other system identification information	Administrator password
Ongoing or future threats to the computer	Software updates
Unauthorized access to a Windows user account	User password
Unauthorized removal of the computer	Security cable lock

Using passwords

A password is a group of characters that you choose to secure your computer information and to protect online transactions. Several types of passwords can be set. For example, when you set up your computer for the first time, you were asked to create a user password to secure your computer. Additional passwords can be set in Windows or in the HP Setup Utility (BIOS) that is preinstalled on your computer.

You may find it helpful to use the same password for a Setup Utility (BIOS) feature and for a Windows security feature.

Use the following tips for creating and saving passwords:

- To reduce the risk of being locked out of the computer, record each password and store it in a secure place away from the computer. Do not store passwords in a file on the computer.
- When creating passwords, follow requirements set by the program.
- Change your passwords at least every three months.
- An ideal password is long and has letters, punctuation, symbols, and numbers.
- Before you send your computer for service, back up your files, delete confidential files, and then remove all password settings.

For additional information about Windows passwords, such as screen-saver passwords, from the Start screen, type `hp support assistant`, and then select the **HP Support Assistant** app.

Setting Windows passwords

Password	Function
User password	Protects access to a Windows user account.
Administrator password	Protects administrator-level access to computer contents. **NOTE:** This password cannot be used to access Setup Utility (BIOS) contents.

Setting Setup Utility (BIOS) passwords

Password	Function
Administrator password	• Must be entered each time you access Setup Utility (BIOS). • If you forget your administrator password, you cannot access Setup Utility (BIOS). **NOTE:** The administrator password can be used in place of the power-on password. **NOTE:** Your administrator password is not interchangeable with an administrator password set in Windows, nor is it revealed as it is set, entered, changed, or deleted. **NOTE:** If you enter the power-on password at the first password check, you must enter the administrator password to access Setup Utility (BIOS).
Power-on password	• Must be entered each time you turn on or restart the computer. • If you forget your power-on password, you cannot turn on or restart the computer. **NOTE:** The administrator password can be used in place of the power-on password. **NOTE:** A power-on password is not revealed as it is set, entered, changed, or deleted.

To set, change, or delete an administrator or power-on password in Setup Utility (BIOS):

1. To start Setup Utility (BIOS), turn on or restart the computer, quickly press esc, and then press f10.
2. Use the arrow keys to select **Security**, and then follow the on-screen instructions.

Your changes take effect when the computer restarts.

TPM Embedded Security device (select models only)

TPM (Trusted Platform Module) provides additional security for your computer. You can modify the TPM settings in Setup Utility. For information on changing Setup Utility settings, see Using Setup Utility (BIOS) and HP PC Hardware Diagnostics (UEFI) on page 65.

The following table describes the TPM settings in Setup Utility.

Settings	Function
TPM Embedded Security Device	Available/Hidden • If the administrator password is set, you can select **Available**. • If you select **Hidden**, the TPM device is not visible in the operating system.
TPM Status	Enabled/Disabled • If the administrator password is not set, or if **TPM Security Device** is set to **Hidden**, this entry is hidden. • This value reflects the current physical state for the TPM. The state is enabled or disabled by the Embedded Security State setting.
Embedded Security State	No Operation/Disabled/Enabled • If the administrator password is not set, or if **TPM Security Device** is set to **Hidden**, this entry is hidden. • You can enable or disable the TPM function. • The next time the computer is restarted after the TPM function is set, this value is set to **No Operation**.
TPM Set to Factory Defaults	No/Yes • If the administrator password is not set, or if the **TPM Security Device** is set to **Hidden**, this entry is hidden. • If the **Embedded Security State** is set to **Enabled**, select **Yes** to reset the TPM to factory settings, and then press f10 to save and exit. A confirmation message is displayed to **Clear the TPM**. Press f1 to reset the TPM, or press f2 to cancel the action.

Using Internet security software

When you use your computer to access email, a network, or the Internet, you potentially expose your computer to computer viruses, spyware, and other online threats. To help protect your computer, Internet security software that includes antivirus and firewall features may be preinstalled on your computer as a trial offer. To provide ongoing protection against newly discovered viruses and other security risks, security software must be kept up to date. It is strongly recommended that you upgrade the security software trial offer or purchase the software of your choice in order to fully protect your computer.

Using antivirus software

Computer viruses can disable programs, utilities, or the operating system, or cause them to function abnormally. Antivirus software can detect most viruses, destroy them, and in most cases, repair any damage they have caused.

To provide ongoing protection against newly discovered viruses, antivirus software must be kept up to date.

An antivirus program may be preinstalled on your computer. It is strongly recommended that you use the antivirus program of your choice in order to fully protect your computer.

For more information about computer viruses, from the Start screen, type `hp support assistant`, and then select the **HP Support Assistant** app.

Using firewall software

Firewalls are designed to prevent unauthorized access to a system or network. A firewall can be software you install on your computer and/or network, or it can be a combination of both hardware and software.

There are two types of firewalls to consider:

- Host-based firewalls—Software that protects only the computer it is installed on.
- Network-based firewalls—Installed between your DSL or cable modem and your home network to protect all the computers on the network.

When a firewall is installed on a system, all data sent to and from the system is monitored and compared with a set of user-defined security criteria. Any data that does not meet those criteria is blocked.

Installing software updates

HP, Windows, and third-party software installed on your computer should be regularly updated to correct security problems and improve software performance. For more information, see Updating programs and drivers on page 58.

Installing critical security updates

HP recommends that you regularly update the software and drivers that were originally installed on your computer. To download the latest versions, go to http://www.hp.com/go/contactHP. At this location, you can also register to receive automatic update notifications when they become available.

If you have installed third-party software after you purchased your computer, regularly update the software. Software companies provide software updates to their products to correct security problems and improve functionality of the software.

Installing HP and third-party software updates

HP recommends that you regularly update the software and drivers that were originally installed on your computer. To download the latest versions, go to http://www.hp.com/go/contactHP. At this location, you can also register to receive automatic update notifications when they become available.

If you have installed third-party software after you purchased your computer, regularly update the software. Software companies provide software updates to their products to correct security problems and improve functionality of the software.

Securing your wireless network

When you set up your wireless network, always enable security features. For more information, see Protecting your WLAN on page 22.

Backing up your software applications and information

Regularly back up your software applications and information to protect them from being permanently lost or damaged through a virus attack or a software or hardware failure. For more information, see Backing up, restoring, and recovering on page 68.

9 Using Setup Utility (BIOS) and HP PC Hardware Diagnostics (UEFI)

Setup Utility, or Basic Input/Output System (BIOS), controls communication between all the input and output devices on the system (such as disk drives, display, keyboard, mouse, and printer). Setup Utility (BIOS) includes settings for the types of devices installed, the startup sequence of the computer, and the amount of system and extended memory.

Starting Setup Utility (BIOS)

To start Setup Utility (BIOS), turn on or restart the computer, quickly press esc, and then press f10.

Information about how to navigate in Setup Utility (BIOS) is located at the bottom of the screen.

NOTE: Use extreme care when making changes in Setup Utility (BIOS). Errors can prevent the computer from operating properly.

Updating the BIOS

Updated versions of the BIOS may be available on the HP website.

Most BIOS updates on the HP website are packaged in compressed files called *SoftPaqs*.

Some download packages contain a file named Readme.txt, which contains information regarding installing and troubleshooting the file.

Determining the BIOS version

To determine whether available BIOS updates contain later BIOS versions than those currently installed on the computer, you need to know the version of the system BIOS currently installed.

BIOS version information (also known as *ROM date* and *System BIOS*) can be revealed by pressing fn+esc (if you are already in Windows) or by using Setup Utility (BIOS).

1. Start Setup Utility (BIOS) (see Starting Setup Utility (BIOS) on page 65.
2. Use the arrow keys to select **Main**, and then make note of the BIOS version number.
3. To exit Setup Utility (BIOS) without saving your changes, use the arrow keys to select **Exit**, select **Exit Discarding Changes**, and then press **enter**.
4. Click **Yes**.

Downloading a BIOS update

CAUTION: To reduce the risk of damage to the computer or an unsuccessful installation, download and install a BIOS update only when the computer is connected to reliable external power using the AC adapter. Do not download or install a BIOS update while the computer is running on battery power, docked in an optional docking device, or connected to an optional power source. During the download and installation, follow these instructions:

Do not disconnect power from the computer by unplugging the power cord from the AC outlet.

Do not shut down the computer or initiate Sleep.

Do not insert, remove, connect, or disconnect any device, cable, or cord.

1. From the Start screen, type `support`, and then select the **HP Support Assistant** app.
2. Click **Updates and tune-ups**, and then click **Check for HP updates now**.
3. Follow the on-screen instructions.
4. At the download area, follow these steps:
   a. Identify the most recent BIOS update and compare it to the BIOS version currently installed on your computer. If the update is more recent than your BIOS, make a note of the date, name, or other identifier. You may need this information to locate the update later, after it has been downloaded to your hard drive.
   b. Follow the on-screen instructions to download your selection to the hard drive.

      If the update is more recent than your BIOS, make a note of the path to the location on your hard drive where the BIOS update is downloaded. You will need to access this path when you are ready to install the update.

NOTE: If you connect your computer to a network, consult the network administrator before installing any software updates, especially system BIOS updates.

BIOS installation procedures vary. Follow any instructions that are revealed on the screen after the download is complete. If no instructions are revealed, follow these steps:

1. From the Start screen, type `file`, and then select **File Explorer**.
2. Click your hard drive designation. The hard drive designation is typically Local Disk (C:)..
3. Using the hard drive path you recorded earlier, open the folder on your hard drive that contains the update.
4. Double-click the file that has an .exe extension (for example, *filename*.exe).

   The BIOS installation begins.
5. Complete the installation by following the on-screen instructions.

NOTE: After a message on the screen reports a successful installation, you can delete the downloaded file from your hard drive.

Using HP PC Hardware Diagnostics (UEFI)

HP PC Hardware Diagnostics is a Unified Extensible Firmware Interface (UEFI) that allows you to run diagnostic tests to determine whether the computer hardware is functioning properly. The tool runs outside the operating system so that it can isolate hardware failures from issues that are caused by the operating system or other software components.

To start HP PC Hardware Diagnostics UEFI:

1. Turn on or restart the computer, quickly press esc, and then press f2.

   The BIOS searches three places for the diagnostics tools in the following order:

   a. Connected USB drive

   NOTE: To download the HP PC Hardware Diagnostics (UEFI) tool to a USB drive, see Downloading HP PC Hardware Diagnostics (UEFI) to a USB device on page 67.

   b. Hard drive

   c. BIOS

2. When the diagnostic tool opens, click the type of diagnostic test you want to run, and then follow the on-screen instructions.

NOTE: If you need to stop a diagnostic test, press esc.

Downloading HP PC Hardware Diagnostics (UEFI) to a USB device

NOTE: Instructions for downloading HP PC Hardware Diagnostics (UEFI) are provided in English only.

1. Go to http://www.hp.com.
2. Click **Support & Drivers**, and then click the **Drivers & Downloads** tab.
3. Enter the product name in the text box, and then click **Go**.
4. Select your computer model, and then select your operating system.
5. In the **Diagnostic** section, click **HP UEFI Support Environment**.

   – or –

   Click **Download**, and then select **Run**.

10 Backing up, restoring, and recovering

This chapter provides information about the following processes:

- Creating recovery media and backups
- Restoring and recovering your system

Creating recovery media and backups

1. After you successfully set up the computer, create HP Recovery media. This step creates a backup of the HP Recovery partition on the computer. The backup can be used to reinstall the original operating system in cases where the hard drive is corrupted or has been replaced.

   HP Recovery media you create will provide the following recovery options:

   - System Recovery—Reinstalls the original operating system and the programs that were installed at the factory.
   - Minimized Image Recovery—Reinstalls the operating system and all hardware-related drivers and software, but not other software applications.
   - Factory Reset—Restores the computer to its original factory state by deleting all information from the hard drive and re-creating the partitions. Then it reinstalls the operating system and the software that was installed at the factory.

   See Creating HP Recovery media on page 68.

2. Use the Windows tools to create system restore points and create backups of personal information. For more information and steps, see Help and Support. From the Start screen, type `help`, and then select **Help and Support**.

Creating HP Recovery media

HP Recovery Manager is a software program that offers a way to create recovery media after you successfully set up the computer. HP Recovery media can be used to perform system recovery if the hard drive becomes corrupted. System recovery reinstalls the original operating system and the software programs installed at the factory, and then configures the settings for the programs. HP Recovery media can also be used to customize the system or restore the factory image if you replace the hard drive.

- Only one set of HP Recovery media can be created. Handle these recovery tools carefully, and keep them in a safe place.
- HP Recovery Manager examines the computer and determines the required storage capacity for the blank USB flash drive or the number of blank DVD discs that will be required.
- To create recovery discs, your computer must have an optical drive with DVD writer capability, and you must use only high-quality blank DVD-R, DVD+R, DVD-R DL, or DVD+R DL discs. Do not use rewritable discs such as CD±RW, DVD±RW, double-layer DVD±RW, or BD-RE (rewritable Blu-ray) discs; they are not compatible with HP Recovery Manager software. Or instead you can use a high-quality blank USB flash drive.
- If your computer does not include an integrated optical drive with DVD writer capability, but you would like to create DVD recovery media, you can use an external optical drive (purchased

separately) to create recovery discs, or you can obtain recovery discs from support. See the *Worldwide Telephone Numbers* booklet included with the computer. You can also find contact information from the HP website. Go to http://www.hp.com/support, select your country or region, and follow the on-screen instructions. If you use an external optical drive, it must be connected directly to a USB port on the computer; the drive cannot be connected to a USB port on an external device, such as a USB hub.

- Be sure that the computer is connected to AC power before you begin creating the recovery media.
- The creation process can take up to an hour or more. Do not interrupt the creation process.
- If necessary, you can exit the program before you have finished creating all of the recovery DVDs. HP Recovery Manager will finish burning the current DVD. The next time you start HP Recovery Manager, you will be prompted to continue, and the remaining discs will be burned.

To create HP Recovery media:

IMPORTANT: For tablets, connect to the keyboard dock before beginning these steps (select models only).

1. From the Start screen, type `recovery`, and then select **HP Recovery Manager**.
2. Select **Recovery Media Creation**, and then follow the on-screen instructions.

If you ever need to recover the system, see Recovering using HP Recovery Manager on page 70.

Restore and recovery

There are several options for recovering your system. Choose the method that best matches your situation and level of expertise:

- Windows offers several options for restoring from backup, refreshing the computer, and resetting the computer to its original state. For more information and steps, see Help and Support. From the Start screen, type `help`, and then select **Help and Support**.
- If you need to correct a problem with a preinstalled application or driver, use the Drivers and Applications Reinstall option of HP Recovery Manager to reinstall the individual application or driver.

  From the Start screen, type `recovery`, select **HP Recovery Manager**, select **Drivers and Applications Reinstall**, and then follow the on-screen instructions.
- If you want to reset your computer using a minimized image, you can choose the HP Minimized Image Recovery option from the HP Recovery partition (select models only) or HP Recovery media. Minimized Image Recovery installs only drivers and hardware-enabling applications. Other applications included in the image continue to be available for installation through the Drivers and Applications Reinstall option in HP Recovery Manager.

  For more information, see Recovering using HP Recovery Manager on page 70
- If you want to recover the computer's original factory partitioning and content, you can choose the System Recovery option from the HP Recovery partition (select models only) or use the HP Recovery media that you have created. For more information, see Recovering using HP Recovery Manager on page 70. If you have not already created recovery media, see Creating HP Recovery media on page 68.

- If you have replaced the hard drive, you can use the Factory Reset option of HP Recovery media to restore the factory image to the replacement drive. For more information, see Recovering using HP Recovery Manager on page 70.
- If you wish to remove the recovery partition to reclaim hard drive space, HP Recovery Manager offers the Remove Recovery Partition option.

  For more information, see Removing the HP Recovery partition on page 71.

Recovering using HP Recovery Manager

HP Recovery Manager software allows you to recover the computer to its original factory state by using the HP Recovery media that you created or by using the HP Recovery partition (select models only). If you have not already created recovery media, see Creating HP Recovery media on page 68.

Using HP Recovery media, you can choose from one of the following recovery options:

- System Recovery—Reinstalls the original operating system, and then configures the settings for the programs that were installed at the factory.
- Minimized Image Recovery (select models only)—Reinstalls the operating system and all hardware-related drivers and software, but not other software applications.
- Factory Reset—Restores the computer to its original factory state by deleting all information from the hard drive and re-creating the partitions. Then it reinstalls the operating system and the software that was installed at the factory.

The HP Recovery partition (select models only) allows System Recovery and Minimized Image Recovery.

What you need to know

- HP Recovery Manager recovers only software that was installed at the factory. For software not provided with this computer, you must either download the software from the manufacturer's website or reinstall the software from the media provided by the manufacturer.
- Recovery through HP Recovery Manager should be used as a final attempt to correct computer issues.
- HP Recovery media must be used if the computer hard drive fails. If you have not already created recovery media, see Creating HP Recovery media on page 68.
- To use the Factory Reset option, you must use HP Recovery media. If you have not already created recovery media, see Creating HP Recovery media on page 68.
- If the HP Recovery media does not work, you can obtain recovery media for your system from support. See the *Worldwide Telephone Numbers* booklet included with the computer. You can also find contact information from the HP website. Go to http://www.hp.com/support, select your country or region, and follow the on-screen instructions.

IMPORTANT: HP Recovery Manager does not automatically provide backups of your personal data. Before beginning recovery, back up any personal data you wish to retain.

Using the HP Recovery partition (select models only)

The HP Recovery partition (select models only) allows you to perform a system recovery or minimized image recovery without the need for recovery discs or a recovery USB flash drive. This type of recovery can only be used if the hard drive is still working.

To start HP Recovery Manager from the HP Recovery partition:

IMPORTANT: For tablets, connect to the keyboard dock before beginning these steps (select models only).

1. Press f11 while the computer boots.

   – or –

   Press and hold f11 as you press the power button.
2. Choose your keyboard layout.
3. Select **Troubleshoot** from the boot options menu.
4. Select **Recovery Manager**, and then follow the on-screen instructions.

Using HP Recovery media to recover

You can use HP Recovery media to recover the original system. This method can be used if your system does not have an HP Recovery partition or if the hard drive is not working properly.

1. If possible, back up all personal files.
2. Insert the HP Recovery disc you created, and then restart the computer.

NOTE: If the computer does not automatically restart in HP Recovery Manager, change the computer boot order. See Changing the computer boot order on page 71.

3. Follow the on-screen instructions.

Changing the computer boot order

If computer does not restart in HP Recovery Manager, you can change the computer boot order, which is the order of devices listed in BIOS where the computer looks for startup information. You can change the selection for an optical drive or a USB flash drive.

To change the boot order:

1. Insert the HP Recovery media you created.
2. Restart the computer, quickly press esc, and then press f9 for boot options.
3. Select the optical drive or USB flash drive you want to boot from.
4. Follow the on-screen instructions.

Removing the HP Recovery partition

HP Recovery Manager software allows you to remove the HP Recovery partition to free up hard drive space.

IMPORTANT: After you remove the HP Recovery partition, you can no longer use the Windows Refresh option, the Windows option to remove everything and reinstall Windows, or the HP Recovery Manager option. So before you remove the Recovery partition, create HP Recovery media; see Creating HP Recovery media on page 68.

Follow these steps to remove the HP Recovery partition:

1. From the Start screen, type `recovery`, and then select **HP Recovery Manager**.
2. Select **Remove Recovery Partition**, and then follow the on-screen instructions.

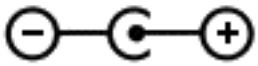
11 Specifications

Input power

The power information in this section may be helpful if you plan to travel internationally with the computer.

The computer operates on DC power, which can be supplied by an AC or a DC power source. The AC power source must be rated at 100–240 V, 50–60 Hz. Although the computer can be powered from a standalone DC power source, it should be powered only with an AC adapter or a DC power source supplied and approved by HP for use with this computer.

The computer can operate on DC power within the following specifications. Operating voltage and current varies by platform.

Input power	Rating
Operating voltage and current	19.5 V dc @ 2.31 A – 45 W 19.5 V dc @ 3.33 A – 65 W
DC plug of external HP power supply	

NOTE: This product is designed for IT power systems in Norway with phase-to-phase voltage not exceeding 240 V rms.

NOTE: The computer operating voltage and current can be found on the system regulatory label.

Operating environment

Factor	Metric	U.S.
Temperature		
Operating	**5°C to 35°C**	41°F to 95°F
Nonoperating	**-20°C to 60°C**	-4°F to 140°F
Relative humidity (noncondensing)		
Operating	**10% to 90%**	10% to 90%
Nonoperating	**5% to 95%**	5% to 95%
Maximum altitude (unpressurized)		
Operating	**-15 m to 3,048 m**	-50 ft to 10,000 ft
Nonoperating	**-15 m to 12,192 m**	-50 ft to 40,000 ft

12 Electrostatic Discharge

Electrostatic discharge is the release of static electricity when two objects come into contact—for example, the shock you receive when you walk across the carpet and touch a metal door knob.

A discharge of static electricity from fingers or other electrostatic conductors may damage electronic components. To prevent damage to the computer, damage to a drive, or loss of information, observe these precautions:

- If removal or installation instructions direct you to unplug the computer, first be sure that it is properly grounded, and then remove the cover.
- Keep components in their electrostatic-safe containers until you are ready to install them.
- Avoid touching pins, leads, and circuitry. Handle electronic components as little as possible.
- Use nonmagnetic tools.
- Before handling components, discharge static electricity by touching an unpainted metal surface of the component.
- If you remove a component, place it in an electrostatic-safe container.

If you need more information about static electricity or assistance with component removal or installation, contact support.

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